

# TOWN OF SHEFFIELD 2011 ANNUAL REPORT



# Municipal Profile

---

Area in Square Miles .....	48.54
Elevation .....	.648’ to 2,050’
Elevation at Town Hall .....	.675’ above sea level

## Population:

Federal Census - all residents .....	3,335
2011 Annual Town Census - all residents .....	3,438

Registered Voters, December 31, 2011 .....	2,213
--	-------

Miles of States Highway .....	17.75
Miles of Town & Country Roads .....	.84

## Open Space Acreage:

Federal Land .....	1,036.08
State Land .....	1,800.67
Town Land .....	283.84
Private Land Conservancy Organization .....	2,083.94

## Legislators:

US Senator .....	Scott P. Brown
US Senator .....	John F. Kerry
US Congressman .....	John W. Olver
State Senator .....	Benjamin B. Downing
State Representative .....	William “Smitty” Pignatelli

## Community Profile Statement:

The Town of Sheffield is located in the Housatonic River Valley at the southern end of Berkshire County. With two distinct villages, Sheffield and Ashley Falls, the Town’s development pattern has been greatly influenced by its physical features: the Housatonic River and its wide floodplain; the Schenob Brook wetland complex; and the steep slopes of the Berkshire Hills on the east and the Taconic Range on the west. The oldest town in Berkshire County, the community has maintained its rich historical character. Noted for its deep agricultural soils, much of Sheffield remains open and in agricultural production. The combination of wide-open river valley, mountain vistas and active farmland, residents feel makes Sheffield one of the most beautiful towns in the Commonwealth.

**Cover:** Covered Bridge Park.  
Photograph by Fred Harwood.

---

ANNUAL REPORT  
OF THE  
TOWN OF  
SHEFFIELD  
MASSACHUSETTS



For the Year Ending December 31, 2011

---

# Table of Contents

---

Agricultural Commission .....	45
Animal Control Officer .....	49
Animal Inspector .....	50
Annual Town Meeting 2011 .....	19
Berkshire Visiting Nurse Association .....	56
Board of Assessors .....	59
Board of Health .....	40
Board of Registrars of Voters .....	17
Board of Selectmen .....	11
Building Commissioner .....	36
Bushnell Sage Library .....	43
Commission on Disabilities .....	47
Conservation Commission .....	53
Council on Aging .....	42
Cultural Council .....	38
Delegates, List of .....	10
District Department of Veterans' Services .....	27
Economic Development Committee .....	46
Finance Committee .....	15
Fire Department .....	34
Gas & Piping Inspector .....	36
Highway Department/Tree Warden .....	30
Household Hazardous Waste Collection .....	78
Municipal Profile .....	Inside Front Cover
Park & Recreation Committee .....	58
Planning Board .....	51
Plumbing Inspector .....	37
Police Department .....	31
Recycling Coordinator .....	55
Recycling Information .....	Inside Back Cover
Town Accountant .....	65
Town Administrator .....	28
Town Clerk .....	16
Town Employees, List of .....	10
Town Office Hours/Regular Meetings .....	3
Town Officers, List of .....	4
Town Officials, List of Elected .....	4
Town Standing Boards, Committees, Commissions, List of .....	7
Treasurer/Collector .....	61
Wiring Inspector .....	37
Zoning Board of Appeals .....	54

# Town Office Hours / Regular Meetings

## HOURS:

**Assessors** (229-7000 x155)

9:00 am - 1:00 pm, M - F

**Police Dept.** (229-8522)

9:00 am - 4:00 pm, M - F

**Town Administrator** (229-7000 x152)

9:00 am - 4:00 pm, M - F

**Town Clerk** (229-7000 x151)

9:00 am - 4:00 pm, M - F

**Treasurer/Tax Collector's Office**

(229-7000 x153, x154)

9:00 am - 4:00 pm, M - F

**Transfer Station Hours**

1:00 pm to 4:00 pm, Tuesday

1:00 pm to 4:00 pm, Friday

8:00 am to 4:00 pm, Saturday

8:30 am to 2:00 pm, Sunday

**Bushnell Sage Library** (229-7004)

10:00 am - 5:00 pm, Tu, W, Th, Sa

10:00 am - 8:00 pm, Fr

2:00 pm - 5:00 pm, Su

**Building Inspector** (229-7000 x156)

7:00 am to 1:00 pm, Monday

7:00 am to 1:00 pm, Tuesday

11:00 am to 6:00 pm, Thursday

11:00 am to 4:00 pm, Friday

**Senior Center**

(229-7037)

9:00 am - 2:30 pm, M - F

**REGULAR MONTHLY MEETINGS:** (other meetings may be called when necessary, and are posted at least 48 hours prior, unless for an emergency)

**Board of Health**

2nd Monday, 6:00 pm

**Board of Selectmen**

1st and 3rd Mondays, 7:00 pm. If such Monday is a State holiday, the Board will meet on Tuesday of that week.

**Conservation Commission**

2nd and 4th Mondays

7:00 pm

**Council on Aging**

3rd Friday, 9:00 am

**Finance Committee**

As needed

**Planning Board**

2nd and 4th Wednesdays, 7:00 pm

**Southern Berkshire Regional  
School Committee** (229-8778)

1st and 3rd Thursdays, 7:00 pm

**Zoning Board of Appeals**

As needed

*Town website - [sheffieldma.gov](http://sheffieldma.gov) - check calendar for updated meeting schedules*

## IMPORTANT TELEPHONE NUMBERS DIAL 911 FOR EMERGENCY:

Police, emergency . . . . .	.911	Sheffield Post Office . . . . .	.229-8772
Police, non-emergency . . . . .	.229-8522	Ashley Falls Post Office . . .	.229-8048
Fire Dept., non-emergency . . .	.229-7033	Library . . . . .	.229-7004
Fire Dept. (Burning permit) . .	.229-7034	Town Hall Fax . . . . .	.229-7010
Ambulance . . . . .	.528-3900	Senior Center . . . . .	.229-7037
Veterans' Services . . . . .	.528-1580	Highway Dept. . . . .	.229-7030

## Elected Town Officials

---

OFFICE	NAME	TERM EXPIRES
Moderator	Bruce H. Person .....	2012
Board of Selectmen	Rene C. Wood, Chairman .....	2012
	Julie M. Hannum .....	2014
	David A. Smith Jr. ....	2013
Board of Library Trustees	Susan Young, Chairman .....	2013
	Betty LeGeyt .....	2012
	Jane Nye .....	2014
Planning Board	David Smith Sr., Chairman .....	2013
	Margaret Martin .....	2013
	Peter Cherneff .....	2012
	James T. Collingwood Jr. ....	2014

## Town Officers

---

Town Administrator	Rhonda LaBombard
Asst. Town Administrator	Jennifer Goewey
Chief of Police	James M. McGarry
Constables	James M. McGarry Bruce H. Person
Fire Chief	Richard A. Boardman
Highway Superintendent	Edward Lord
Town Clerk	Felecie O. Joyce
Asst. Town Clerk	Rhonda LaBombard
Treasurer/Tax Collector	Michael C. Ovitt
Asst. Treasurer/Tax Collector	Barbara A. Roraback
Town Librarian	Nancy Hahn

<b>Town Accountant</b>	James V. McCormack
<b>Town Counsel</b>	Kopelman & Paige, P.C.
<b>Building Commissioner &amp; Zoning Enforcement Officer</b>	Thomas Carmody
<b>Electrical Inspector</b>	Richard Cappadona
<b>Asst. Electrical Inspector</b>	Carl Van Deusen
<b>Emergency Management Coordinator</b>	Edward G. McCormick
<b>Plumbing &amp; Gas Inspector</b>	Robert Krupski
<b>Asst. Plumbing &amp; Gas Inspector</b>	Robert Gennari
<b>Fire Safety Inspector</b>	Richard A. Boardman
<b>Firefighters</b>	Craig Bachetti Nick Ball Peter Batacchi Robert Beham Anthony Bleau Douglas Blume Jeffrey Briggs Ron Bubak Adam Carlotto Jeremiah Cronin James Foster Michael Funk Brent Getchell Joseph E. Gulotta Kevin Learnard Robert Martin Malcolm McCain Martin Mitsoff Brian Ovitt Michael Ovitt Robert Poulter John Pshenishny Randy Robarge Jason Smith David Ullrich John J. Ullrich Wayne Wilkinson Trevor Williamson

<b>Police Officers</b>	Justin Biasin Andrew Carlson Brian D. Fahey Scott A. Farrell Graham M. Frank Jacob Gonska Daniel T. Hamill Christopher Jackson Ryan Kresiak Gary Mitchell David Moynahan Eric Munson Michael C. Ovitt Susan Rathbun Shawn Reagan Richard L. Robarge Tricia Wilkinson
<b>Animal Inspector &amp; Animal Control Officer</b>	Martin Clark
<b>Principal Assessor</b>	Tammy L. Blackwell
<b>Health Inspector</b>	George Oleen
<b>Parking Clerk</b>	Felecie O. Joyce
<b>Sanitation (Title 5) Inspector</b>	Richard J. Kirchner, Scott Smith
<b>Chief Procurement Officer</b>	Rhonda LaBombard
<b>Public Weighers</b>	Patricia Gillespie James M. McGarry Michael Pezzee Kole Quagliano Clifford Twiss
<b>Recycling Coordinator</b>	David J. Steindler
<b>Senior Center Director</b>	John Arthur Miller
<b>Asst. Senior Center Director</b>	Barbara Fletcher
<b>Veterans' Agent</b>	Laurie Hils



## Town Boards, Committees, Commissions

---

### Term Expires

<b>Agricultural Commission</b>	Louis Aragi Jr. ....	2014
	Kathy Orlando ....	2014
	Morvin Allen ....	2014
	Bruce Howden ....	2013
	James Kelly ....	2013
	James Larkin ....	2013
	David Smith Sr. ....	2014
	Ruth Ziegler, Alternate ....	2012
	Dominic Palumbo, Alternate ....	2012
<b>Ashley Falls Historic District Commission</b>	Richard Cherneff ....	2012
	Peter Rawson ....	2014
	Richard Swiatek ....	2014
	Sandra Preston ....	2013
	Robert Pasqualina ....	2013
	John James ....	2013
<b>Board of Assessors</b>	Tammy L. Blackwell, Chairman ....	2013
	Barbara West ....	2012
	Robert A. Weitz ....	2014
<b>Board of Health</b>	Priscilla Cote, Chairman ....	2012
	Joel Weiss ....	2014
	Rene C. Wood ....	2013
	Richard J. Kirchner ....	2014
	Scott Smith ....	2012
<b>Board of Registrars</b>	Patricia Sadera ....	2014
	Elizabeth Smith ....	2014
	Marjorie E. Consolini ....	2013
	Felecie O. Joyce, Town Clerk ....	2012
<b>Commission on Disabilities</b>	Laura Grunfeld ....	2013
	Donald Perry ....	2012
	David Wells ....	2014
	Claudia Martin ....	2012

**Term  
Expires**

<b>Conservation Commission</b>	Gaetan Lachance, Chairman . . . . .	2013
	Donald Ward . . . . .	2014
	Cheryl Blackburn . . . . .	2012
	Howard Chezar . . . . .	2012
	James T. Collingwood Sr. . . . .	2012
<b>Council on Aging</b>	Grace Campbell, Chairman . . . . .	2014
	Jeff Browne . . . . .	2014
	Michelle Harwood . . . . .	2014
	Kathy Staropoli . . . . .	2013
	Anne T. Hyatt . . . . .	2014
	Gail Ullman . . . . .	2013
	Carol Sica . . . . .	2013
	Dawn Massini . . . . .	2013
	Doris Van Deusen . . . . .	2012
	Richard Magenis . . . . .	2012
	Rosemarie Wright . . . . .	2012
<b>Economic Development Committee</b>	James Kelly . . . . .	2012
	Kevin Schmitz . . . . .	2012
	Rene C. Wood, Ex Officio Member . . .	2012
<b>Finance Committee</b>	David J. Steindler, Chairman . . . . .	2014
	John A. James . . . . .	2012
	David D. Macy . . . . .	2013
	Judith Schnurr . . . . .	2013
	Colin Smith . . . . .	2012
<b>Five Town Cable Advisory Committee</b>	Paul O'Brien	
	George Oleen	
<b>Historical Commission</b>	Richard Esposito . . . . .	2012
	Kathy Orlando . . . . .	2013
<b>Housing Commission</b>	Michael Citrin, Chairman . . . . .	2014
	Marilyn Wightman . . . . .	2012
	John Stookey . . . . .	2012
	Paul O'Brien . . . . .	2013
	Kathy Orlando, Alternate . . . . .	2012

**Term  
Expires**

**Cultural Council**

Trudy Weaver Miller, Chairman . . . . . 2013  
 Marcia Friedman . . . . . 2013  
 Sally Cook . . . . . 2014  
 James Foster . . . . . 2012  
 Anne Dunn . . . . . 2013  
 David Reed . . . . . 2012

**SBRSD Committee**

Andy Fetterhoff . . . . . 2012  
 Catherine Miller . . . . . 2012  
 H. Dennis Sears . . . . . 2012  
 Vito Valentini . . . . . 2012

**Park and Recreation  
Committee**

Michael Ovitt . . . . . 2013  
 Grace Campbell . . . . . 2013  
 Joe Wilkinson . . . . . 2013  
 Kevin Joyce . . . . . 2013

**Zoning Board of Appeals**

Eric Carlson, Chairman . . . . . 2013  
 Eric Blackburn . . . . . 2013  
 Bart Elsbach . . . . . 2014  
 Wray Gunn . . . . . 2012  
 Allison Lasso . . . . . 2014  
 Greig Siedor, Associate Member . . . . . 2012

## Town Delegates

---

<b>Berkshire Country Regional Planning Commission</b>	David Smith, Sr. ....2012
	Rene Wood, Alternate .....2012
<b>District Dept. of Veterans' Services</b>	Richard J. Kirchner .....2012

## Town Employees

---

<b>Treasurer/Collector's Office</b>	Seana Roche
<b>Assessor's Office</b>	Barabara West
<b>Highway Department Staff</b>	Ryan Shimmon Michael Kingsbury Mark Anelli
<b>Library Staff</b>	Helen Baldwin Jacqueline Connell Molly Goodchild Frederic Gordon Brece Honeycutt Melissa Joyce Grace Lanoue Lesley Moran Deb O'Brien Mary Rembold Jessica Roseman Ken Powers, Custodian
<b>Town Hall/Police Station/ Senior Center Custodian</b>	Nancy Marshall
<b>Transfer Station Attendants</b>	Donald Wilson, Head Attendant Dianne Farnham Janet Hogelin Rose Cronk
<b>Town Hall Support Staff</b>	Jill Hughes

# Report of the Board of Selectmen

---

The executive powers of the Town of Sheffield are vested in the elected Board of Selectmen; it serves as the chief policy-making board for the Town. To aid the Selectmen in conducting official business and duties, the Board appoints a Town Administrator. The Selectmen also appoint all department heads, employees, election officers, boards, commissions, committees and others except for the Moderator, Planning Board and Board of Library Trustees, which are also elected by Town voters. Voters in Sheffield, Alford, Egremont, New Marlborough and Monterey elect all 10 members of the Southern Berkshire Regional School District School Committee.

2011 was an extremely busy year for the Board of Selectmen as it dealt with opportunities and challenges reflective of continuing economic difficulties, limited state aid and increased complexities facing local governments. The Board met 70 times in 2011, far exceeding its average of 42 times a year over the preceding six years. Board members built on their experiences of working together to collectively address issues, encourage greater participation by voters and residents in the governance of their Town and make their opinion on numerous issues known at both County and State levels. The Board successfully worked with the Town Administrator, Town departments and employees, boards, committees and commissions to assist them in fulfilling their duties.

Despite several strong weather events, a difficult 2010-2011 winter and a prolonged school budget cycle, the Town's finances remain strong due to prudent management, oversight and every department, employee, board, committee and commission doing its part to be mindful of how taxpayer dollars are spent. The Town applied for and received assistance or grants from federal, state and county sources. The Board carefully monitors the budget and is ever mindful of the delicate balance between the needs of Town government and the school district and tax impacts on homeowners and businesses.

While there is not enough space to list all issues the Board of Selectmen dealt with in 2011, several key issues were:

- **Southern Berkshire Regional School District budget.** While the proposed capital budget passed, the proposed operating and transportation budget was not approved at Town Meeting necessitating several Special Town Meetings and considerable work to reduce this budget to a level acceptable to a majority of voters. Increases in the budget, when coupled with an increase due to the State Formula - over which the Town has no control or say - and the final year of transition in allocating costs among

the five member towns, proved to be a breaking point for many voters. When the budget finally passed it was by a single vote. A proposed Capital Bond failed decisively. The Board resolved to get ahead of the next SBRSD budget and worked with the Select Boards of other District towns to request a level funded budget for the upcoming fiscal year.

- **Advocacy on important issues.** The Selectmen engaged in letter writing and conversations on many issues of importance to our Town, including Wind Siting Legislation, Municipal Health Care Reform and state budget funding priorities, Rest of the Housatonic River PCB cleanup, Congressional redistricting, reinstatement of the 2010 Dairy Farm Tax Credit and grant funding.
- **Appointment of a new Town Administrator.** Joe Kellogg retired on June 30th after four years of service. A Town Administrator search was conducted and three candidates were interviewed. Rhonda LaBombard became the Town's fourth Town Administrator effective August 1st and subsequently Jennifer Goewey was hired as Assistant to the Town Administrator, following open search and interview processes.
- **The new Senior Center becomes a reality.** The Center opened almost on time and on budget, paid for by Town funding and federal stimulus money. The lower level, while roughed in, requires additional funds to be finished. Volunteers begun the landscaping, scheduled to be completed this spring/summer. Considerable time was spent making important and lasting decisions including interior and exterior colors, furnishings and usage.
- **Advocacy for Sheffield Water Company's water tank.** The Board continued its advocacy for construction of a new water tank, essential to the firefighting efforts of the Town's volunteer firemen and property protection. The Board expresses its deepest appreciation to Representative Pignatelli for his incredible and dogged leadership on this matter.
- **Increases in cable coverage and broadband.** The Town ended the year with a substantial increase in cable mileage strung by Time Warner Cable, the result of negotiations done by the Select Board and other volunteers and surveys to identify interested residents. While deciding not to join Wired West, the Board worked closely with the MA Broadband Institute and five community anchor points are targeted for broadband installation. The Town's Cable Television Committee continues to negotiate a 2013 Cable contract and attention is being given as to just how, when and if these multiple efforts will intersect.

- **Improvements in Town physical assets.** It was a year of one step forward, one step back for the Town's physical infrastructure as both the library and police station required septic repairs, State highway funds were increased but offset by higher asphalt prices, energy efficient windows were installed but oil prices increased. Road repairs included resurfacing major stretches of Home and County Roads, improvements on Clayton Road and keeping dirt roads in very good condition. Several long-listed projects advanced in the fall including repairs to the Town Hall elevator, which awaits required state inspection before usage. The Board received notice the Route 7A bridge over the Housatonic Railroad is slated for replacement by MassDOT under an accelerated bridge program, a project estimated to cost the state \$4,000,000. At its current 25% design stage, the Board has been working with both residents and MassDOT to ensure local concerns are addressed. The Highway Garage Committee learned the proposed site on Berkshire School Road was not suitable and attention has shifted to another possible site. The Town graciously accepted three defibrillator units from the Kiwanis Club of Sheffield, saving taxpayers this expense.
- **Volunteers are needed.** Having enough volunteers to staff the numerous Town committees, commissions, boards and the occasional task force continues to be daunting. Sheffield runs on volunteers. Not having these entities fully staffed limits their mission and puts extra responsibility on current volunteer members. An extreme example of this was the suspension of The Economic Development Commission until adequate membership can be found. Please consider serving your Town as a volunteer; board vacancies are listed on the Town's website.

The Board of Selectmen wishes to thank our Town employees and volunteers, whether this be our firemen who respond at all hours of the day and night not knowing what awaits them, our Town employees who have continued to do an ever increasing amount of work under constrained budgets with professionalism, efficiency and pride, our policemen who illustrate daily the value of community policing and many, many unpaid volunteers who move their charge forward usually with no one at their meetings until an issue becomes "hot". Sheffield could not function without the dedication and commitment of each and every one of these individuals. We applaud and deeply appreciate your service.

We also thank Senator Downing and Representative Pignatelli for their on-going representation of our interests and their willingness to hear our comments. They keep our voices alive on Beacon Hill.

A special thanks to Joe Kellogg who served as Town Administrator for four years and Rhonda LaBombard for all the extra work she did as Assistant Town Administrator from the time Joe retired in late June until the new Town

Administrator and Assistant to the Town Administrator positions were filled. The number of inquiries, calls and requests which come into the Town Administrator's office, as well as the responsibilities of this position as set out in the Town's By-Laws, can be daunting.

It is appropriate to save our final appreciation and thank you for each of you, the residents of Sheffield and Ashley Falls, whom we serve daily as we fulfill our duties. Each of us keeps the best interests of the entire Town in our minds at all times. We value your comments and suggestions and thank you for your support and confidence.

Respectively submitted:

Rene C. Wood, *Chairman*

Julie M. Hannum, *Clerk*

David A. Smith, Jr.



# Report of the Finance Committee

---

In fiscal year 2010 (July 1, 2010-June 30, 2011), the following transfers were made from the reserve fund:

<b>Account</b>	<b>Amount</b>
Veteran's Benefits	\$5,500.00
Highway Department (Salt)	\$17,500.00
Buildings & Grounds	\$6,500.00
Buildings & Grounds	\$3,000.00
Fire Department	\$5,800.00
<b>Total Transfers:</b>	<b>\$38,300.00</b>

The balance of the Reserve Fund, \$32,700.00 was closed out to the General Fund as of June 30, 2011.

Respectfully Submitted:

David Steindler, *Chairman*  
Colin Smith, *Vice Chairman*  
John A. James  
David D. Macy  
Judith Schnurr

# Report of the Town Clerk

---

The Town Clerk's office is the official record keeper for the Town of Sheffield. Some of the services provided by this department are vital statistics; births, marriages, deaths, posting of meeting notices for all municipal boards and committees, voter registration, the town political calendar, Annual Street List (Census), residency certification, Town Meeting warrants and minutes, business certificates (d.b.a.), notarization of documents, payment of non-criminal violations and hunting/fishing and dog licensing.

For the second year, Annual Town Meeting voters approved an article to maintain our Town's historical and vital records. With this funding, I have been able to restore three volumes of historical documents, purchased an additional minute's book and obtained binders and storage boxes for vital records. This funding is important in maintaining the integrity of our town's history. Genealogy research has become important and additionally, people are being required to prove their lineage and identity and researching past vital records is part of that process. Sheffield is very fortunate to have a well preserved "library" of vital records and historical documentation and the continued support for preservation work is an investment in the town.

## **VITAL REPORTS**

BIRTHS – 18  
MARRIAGE INTENTIONS FILED – 30\*  
MARRIAGES THAT TOOK PLACE- 28  
DEATHS – 25

\*30 intentions were filed, however, only 28 of those filed followed through with a marriage.

## **DOG LICENSING**

Dog licensing is required annually each spring. Licenses expire March 31st and dog owners have from March 1st to May 1st to renew. If you have a dog six months of age or older, or you reside in Sheffield at least 30 days of the year, licensing is required. If you do not renew by May 1st, there will be a \$25 late fee (per dog) implemented in addition to your licensing fee.

Licensing by mail is acceptable with proof of current rabies, a self-addressed stamped envelope and a check made payable to the Town of Sheffield. Mail to: Town Clerk, PO Box 175, Sheffield, MA 01257. The amount payable should be

\$5 for a neutered/spayed dog and \$10 for an intact dog. If you no longer have your dog, please contact my office so that I can adjust my records.

Dog license fees totaled \$4,550.00. This amount includes fees for regular dog licensing, private kennels (for ownership of four or more dogs), as well as fees assessed for delinquencies and citations.

## **DIVISION OF FISHERIES AND WILDLIFE**

The Town of Sheffield, at this time, is not a vendor of hunting and fishing licenses. The Massachusetts Department of Fisheries and Wildlife has gone to a computerized system for processing licenses, stamps and other permitting. For various reasons, municipalities in most part have declined to offer these services. For more information you may go on line directly to the Division website at [www.mass.gov/masswildlife](http://www.mass.gov/masswildlife), or you may contact my office and someone will be happy to assist you with further information.

This past year the office processed for the State of Massachusetts Division of Fisheries and Wildlife \$10,971.35 in sales, the town retained \$261.00 in fees.

I would like to take this opportunity to introduce and welcome Jill Hughes. Jill has been working part time since the fall and has become a welcome addition to the day to day operations of the clerk's office.

Respectfully submitted,  
Felecie Joyce, *Town Clerk*

## **Report of Elections and Registrations**

---

The Help America Vote Act (HAVA) continues to change the way that we vote. The Commonwealth of Massachusetts via a Federal mandate implemented the use of the AutoMark voting system. The AutoMark has been put into place to assist vision-impaired voters, but may be used by anyone wishing to vote by this method. It does not tabulate votes. It allows the user to mark their ballot either by using a touch screen or an audio prompt. There is also a keypad with brail instructions to assist blind voters. The AutoMark is used in addition to our paper ballot voting system, and is available for absentee voting in addition to election-day voting. For inquiries or demonstrations, please stop by or call the clerk's office. We will be happy to assist you.

We are entering a Presidential election cycle and we encourage you to remain current on any potential changes that may impact you as a voter. Mandates are changed or created and certain opportunities become available to voters when considering a large scale election.

Voter registration is available year round during regular business hours. Applications are available in any town within the Commonwealth, or on line through the Secretary of States website. Registration numbers fluctuate during the year. We continue to process registrations throughout the year, and the following breakdown reflects the final numbers at years end:

As of December 31, 2011, the breakdown of registered voters was: 64 Democrats, 336 Republicans, 1,221 Unenrolled (no specific party), six Libertarian, four Green-Rainbow, and three Interdependent-Third party. This was a total of 2,213 registered voters.

Voters should also remember that our polling location is now at the Senior Center, 25 Cook Road (behind the American Legion building). Polls open at 7:00 AM for every election.

In addition to election related activity, the Board of Registrars also updates the Annual Street List (Census). The state of Massachusetts requires that we produce an annual Street List. We cannot stress enough the importance of returning your census form. The information provides vital information for funding of schools, senior citizens, veteran's benefits, healthcare, local aid to the town for various needs, generates a jury pool for the state as well as documentation for proof of residence. We are also required by law to follow-up with non-responders either by additional mailings or phone calls. If a response is still looming, the police department will be required by law to follow-up with a visit to the property to confirm or deny residency.

Respectfully submitted,

Patricia M. Sadera, *Chairperson*  
Marjorie E. Consolini  
Elizabeth R. Smith  
Felecie O. Joyce, *Town Clerk*

# Annual Town Meeting

---

**Town of Sheffield  
Commonwealth of Massachusetts  
Results of the Annual Town meeting  
Held Monday May 2, 2011**

The Annual Town Meeting was called to order at 7:00 p.m. in the Southern Berkshire Regional School District Auditorium by Town Moderator Bruce H. Person.

185 Registered Voters were in attendance.

**ARTICLE 1:** On a motion made by Julie M. Hannum, seconded by Rene C. Wood, voted unanimously to raise and appropriate the following sums of money necessary to defray the expenses of the Town for Fiscal Year 2012.

Moderator.....	\$210	Streetlights .....	\$11,750
Selectmen's Office .....	\$163,870	Board of Health .....	\$14,928
Board of Assessors .....	\$94,227	Visiting Nurse Association .....	\$3,096
Treasurer/Collector .....	\$151,319	Council on Aging.....	\$40,275
Town Clerk .....	\$56,753	Veterans Benefits .....	\$24,000
Elections & Registration.....	\$20,850	Library .....	\$158,900
Conservation Commission .....	\$7,158	Historical Commission .....	\$100
Planning Board .....	\$11,354	Memorial Day.....	\$750
Economic Development Comm .....	\$500	American Legion .....	\$500
Zoning Board of Appeals .....	\$2,035	Care of Soldier's Graves .....	\$1,400
Town Buildings & Grounds ..	\$126,150	Ashley Falls Historic Dist. Comm.	\$100
Town Report & Communications ..	\$7,000	Agricultural Commission .....	\$250
Legal Services.....	\$11,500	Interest on Loans .....	\$1
Dispatch Services .....	\$8,065	Berkshire County Retirement ..	\$174,500
Police Department .....	\$430,460	Worker's Compensation .....	\$18,500
Fire Department .....	\$43,899	Unemployment Comp. Fund .....	\$1
Inspectional Services .....	\$55,530	Group Health (32B) Insurance ..	\$336,000
Fire Hydrants .....	\$14,000	Employer Medicare .....	\$21,000
Animal Control .....	\$8,700	Financial Audit .....	\$12,000
Highway Department .....	\$579,150	Insurance & Bonding.....	\$69,000

On a motion made by David West to increase the Inspectional Services budget by \$10, 506, the motion was seconded, voted by majority to transfer \$10, 506 from Free Cash to increase the Inspectional Services budget to \$55,530.

On a motion made by Dennis Sears to increase the Council on Aging budget by \$6,000, the motion was seconded, failed by a majority.

**ARTICLE 2:** On a motion made by David J. Steindler, seconded, voted unanimously to fix the compensation of the following elected officers of the Town for Fiscal Year 2012, as required by Chapter 41, Section 108 of the General Laws; Moderator, \$210; Selectmen, Chairman \$2,311; Selectmen, two members at \$1,999 each.

**ARTICLE 3:** On a motion made by David A. Smith Jr., seconded, voted by paper ballot: 5- yes; 152-no to amend the existing Regional Agreement Establishing the Southern Berkshire Regional School District to read in its entirety as set forth in the document titled "Regional Agreement Establishing the Southern Berkshire Regional School District" and submitted by the Egremont Select Board, which document is posted in the Town Clerk's office and is available for review in the Town Clerk's and Selectmen's offices.

**ARTICLE 4:** On a motion made by Julie M. Hannum, seconded by Rene C. Wood, defeated by a vote of: 79-yes; 81- no, to approve the Southern Berkshire Regional School District Operating and Transportation Budget for Fiscal Year 2012 and vote to raise and appropriate \$5,895,155 to pay the Town's assessed share of that budget, said appropriation to be contingent on the passage of a Proposition 21/2 override in the amount of \$98,000.

**ARTICLE 5:** On a motion made by David A. Smith Jr., seconded, voted by a majority to approve the Southern Berkshire Regional School District Capital Budget for Fiscal Year 2012 and vote to raise and appropriate \$65,547 to pay the Town's assessed share of that budget.

**ARTICLE 6:** On a motion made by Julie M. Hannum, seconded by Rene C. Wood defeated by a majority to express approval of debt in the amount of \$3,000,000, authorized by the School Committee of the Southern Berkshire Regional School District on January 27, 2011 to pay for planned renovations and improvements to District buildings and for necessary equipment purchases for those buildings pursuant to the provisions of Chapter 71, Section 16(d) of the General Laws, said approval to be contingent on the passage of a Proposition 21/2 debt exclusion for the Town's share of said debt.

**ARTICLE 7:** On a motion made by Rene C. Wood, seconded by Julie M. Hannum, voted by majority to raise and appropriate \$55,000 to pay for vocational education tuition in Fiscal Year 2012.

**ARTICLE 8:** On a motion made by David A. Smith Jr., seconded, voted by a majority to expend \$146,000 under the direction of the Board of Selectmen, for the disposal and management of solid waste and to raise \$146,000 from Solid Waste Enterprise Fund Revenues.

**ARTICLE 9:** On a motion made by Rene C. Wood, seconded, voted unanimously to accept funds being provided by the Commonwealth of Massachusetts under the provisions of Chapter 90 of the General Laws, to pay for such costs as allowed by appropriate legislation in connection with the maintenance, repair, and construction of Town ways and bridges.

**ARTICLE 10:** On a motion made by Julie M. Hannum, seconded, voted by a majority to authorize the appointment of members of the Board of Selectmen to any office or position under their supervision at no additional compensation in accordance with the provisions of Chapter 268A, Section 21A of the General Laws.

**ARTICLE 11:** On a motion made by David A. Smith Jr. seconded, voted by a majority to authorize the Board of Health to employ any of its members as Title 5 and Perc Test Witnesses for Septic System Inspections, Sanitation Inspections, and Public Health Nurse Services for Fiscal Year 2012 at rates and salaries to be determined by the Board of Selectmen.

**ARTICLE 12:** On a motion made by David D. Macy, seconded, voted by a majority to transfer \$65,000 from Overlay Surplus, and \$7,000 from Free Cash to provide for extraordinary or unforeseen expenditures under the provisions of Chapter 40, Section 6 of the General Laws.

**ARTICLE 13:** On a motion made by Rene C. Wood, seconded, voted unanimously to authorize the Treasurer/Collector to sell, with the approval of the Board of Selectmen, any parcel or parcels of real estate which have been or may be acquired through the foreclosure of tax title.

**ARTICLE 14:** On a motion made by Julie M. Hannum, seconded, voted unanimously to transfer from Free Cash \$27,053 to pay principal and interest on the bonded indebtedness authorized by Town Meeting vote of January 30, 1995.

**ARTICLE 15:** On a motion made by David A. Smith Jr, seconded, voted unanimously to transfer from Free Cash \$750 to the Emergency Response Fund.

**ARTICLE 16:** On a motion made by Rene C. Wood, seconded, voted unanimously to transfer from Free Cash \$16,000 to purchase jaws of Life equipment and radios for the Fire Department.

**ARTICLE 17:** On a motion made by Julie M. Hannum, seconded, voted unanimously to transfer from Free Cash \$25,000 to compensate firefighters for training.

**ARTICLE 18:** On a motion made by David A. Smith Jr., seconded, voted unanimously to pass over this article. The Kiwanis Club of Sheffield will purchase the defibrillators for the Town.

**ARTICLE 19:** On a motion made by Rene C. Wood, seconded, voted unanimously to transfer from Free Cash \$75,000 to purchase and equip a new 17,000 GVW truck for the Highway Department.

**ARTICLE 20:** On a motion made by Julie M. Hannum, seconded, voted unanimously to raise transfer from Free Cash \$40,000 to purchase and equip a new four wheel drive police cruiser for the Police Department.

**ARTICLE 21:** On a motion made by David A. Smith Jr., seconded, voted unanimously to transfer from Free Cash \$30,000 for repairs to the septic system at the Library.

**ARTICLE 22:** On a motion made by Rene C. Wood, seconded, voted by a majority to transfer from Free Cash \$8,000 to purchase up to date information technology hardware, software, and services.

**ARTICLE 23:** On a motion made by Julie Hannum, seconded, voted by majority to transfer from Free Cash \$6,500 to purchase building permitting software and/or services to enable the issuance and tracking of building and other related permits online. On a motion made by David West to table this article, the motion was seconded and failed by a majority.

**ARTICLE 24:** On a motion made by David A. Smith Jr., seconded, voted by majority to transfer from Free Cash \$4,500 to preserve Town historical documents in the Town Clerk's office.

**ARTICLE 25:** On a motion made by Rene C. Wood, seconded, voted unanimously to transfer from Free Cash \$25,000 for Town building repairs and improvements to include the Town Hall, Library, and Police Station.

**ARTICLE 26:** On a motion made by Julie M. Hanntun, seconded, voted unanimously to authorize the use of the following revolving funds for departmental operations which shall not exceed the noted sums for each fund, which shall be under the control of the Town Treasurer, which shall be accounted for separately, and to which shall be credited only the receipts received in connection with the departmental operations supported by the revolving fund; further to authorize the Town Treasurer to expend from such funds in accordance with Chapter 44, Section 53 E 1/2 of the General Laws, provided however that said expenditures for the revolving funds shall not exceed the receipts for said fund:

Plumbing Inspector	\$10,000
Gas Inspector	\$10,000
Electrical Inspector	\$10,000
Fire Safety Inspector	\$10,000
Board of Health	\$15,000



**ARTICLE 27:** On a motion made by David A. Smith Jr., seconded, voted by majority to transfer from Proceeds from Sale of Land \$75,000 for repairs and replacement of the Town Hall Elevator.

Moderator Person stepped down as Moderator to speak to Article 28. On a motion made by Bruce Person, seconded, voted unanimously to have John James serve as Moderator for Article 28.

**ARTICLE 28:** *(By Petition)* On a motion made by Bruce Person, seconded, defeated by majority to accept Chapter 64G, Section 3A of the General Laws which will authorize the collection of a local excise tax upon the transfer of occupancy of any room or rooms in a bed and breakfast establishment, hotel, lodging house or motel by any operator at a rate of four per cent (4%) of the total amount of rent for each such occupancy.

**ARTICLE 29:** On a motion made by Julie M. Hannum, seconded, voted unanimously to authorize the Board of Selectmen to enter into a lease, not to exceed 30 years, under terms and conditions to be determined by them, with the Sheffield Kiwanis Club for use and maintenance of the storage building located in the Town Park.

**ARTICLE 30:** On a motion made by Rene C. Wood, seconded, voted unanimously to expand the membership on the Council on Aging to eleven (11) members as provided by Chapter 40, Section 8B of the General Laws.

**ARTICLE 31:** On a motion made by Margaret Z. Martin., seconded, voted by a 2/3rds majority to amend the Zoning By-laws as follows:

1. *Add the following new Section 3.2.9 Accessory Apartments*

### **3.2.9 Accessory Apartments**

#### **3.2.9.1 Purpose**

1. Add moderately priced rental units, including workforce housing, to the housing stock of the Town.
2. Provide homeowners with a means of obtaining rental income, companionship, security and/or services, thereby enabling them to stay more comfortably in their homes.
3. Protect property values and the single family residential character of neighborhoods by ensuring that accessory apartments are permitted by Special Permit only on owner occupied premises.

3.2.9.2 Accessory Apartments in the Rural District An accessory apartment may be permitted by Special Permit from the Planning Board, as an accessory use in the Rural District only where the principal use of the lot is an owner occupied single-family dwelling, bed and breakfast establishment, guesthouse, or inn, provided the standards set forth in Section 3.2.9.4 and Sections 9.4 and 9.5 are met.

3.2.9.3 Accessory Apartments in the Village Center District An accessory apartment may be permitted by Special Permit from the Planning Board, as an accessory use in the Village Center District only where the principal use of the lot is an owner occupied single family dwelling, provided the standards set forth in Section 3.2.9.4 and Sections 9.4 and 9.5 are met.

3.2.9.4 Accessory Apartment Standards

1. An accessory apartment shall only be constructed within an existing principal building or structure, an existing attached accessory building or structure, or an existing detached accessory building or structure.
2. Only one accessory apartment shall be permitted on a lot. 3. The gross floor area of an accessory apartment constructed within a principal building or structure shall not exceed forty percent (40%) of the gross floor area of the principal building or structure, not including a garage or detached buildings, or 800 square feet, whichever is less. The gross floor area of an accessory apartment constructed within an accessory building or structure shall not exceed 800 square feet. The gross floor area of an accessory apartment shall not be less than 300 square feet, even if this exceeds the maximum requirement above. The principal dwelling unit shall not be reduced to less than 300 square feet.
4. The owner of the lot must occupy either the accessory apartment or the principal dwelling unit. Prior to the issuance of a Special Permit for an accessory apartment, the owner of the lot must submit a notarized affidavit certifying occupancy of either the accessory apartment or the principal dwelling unit.
5. When a structure, which has received a Special Permit for an accessory apartment, is conveyed, the new owners, if they wish to continue to exercise the Special Permit, must within thirty (30) days of the conveyance, submit a notarized affidavit to the Building Inspector stating continued occupancy of either the accessory apartment or the principal dwelling unit. Failure to submit a notarized affidavit within thirty (30) days from the date of conveyance shall result in the lapse of the Special Permit.

6. The principal or accessory structure or building that will contain an accessory apartment shall not be enlarged or extended in connection with the construction or modification of an accessory apartment, except for minimal additions necessary to comply with building, safety or health codes, or to create or enclose an entryway or stairway.
7. All parking for the occupant(s) of an accessory apartment shall be off-street. The Planning Board may require a minimum and/or set a maximum number of off-street parking spaces and impose other conditions to ensure the availability of adequate offstreet parking which is in keeping with the character of the neighborhood.
8. An accessory apartment shall meet all applicable standards of the State Building Code (780 CMR) and the State Environmental Code, Title V (310 CMR 15.00) and subsequent revisions thereof.

3.2.9.5 Recording of Special Permit for Accessory Apartment Every Special Permit issued for an accessory apartment shall contain the following condition: No Building Permit shall be issued for the accessory apartment until evidence of the recording of the Special Permit, in accordance with MGL c. 40A 11, has been provided to the Building Inspector.

2. *Add the following definitions to Section 10 under **Dwelling**:*

**Accessory apartment:** A second dwelling unit located within the principal building or structure, or an accessory building or structure that is subordinate to the principal dwelling unit.

**Principal building or structure:** A building or structure in which the principal use of the lot takes place.

3. *Add the following to Section 3.3.1.G Table of Use Regulations and renumber as required:*

	District R	VC	C	GB	Notes
<b>G. Accessory Uses</b>					
6. Accessory Apartment	PB	PB	N*	N*	Refer to Section 10, definitions. Refer to Section 3.2.9. Refer to Section 9.4 for Special Permit Requirements. *Refer to Section 10, definition of dwelling for the allowance of accessory single family dwelling units in these districts.

**ARTICLE 32:** A motion was made by David A. Smith Sr. and seconded to amend the Zoning By-Laws as follows:

1. Add the following language to the beginning of Section 9.4.2.2 Decision:  
“For Special Permits issued by the Zoning Board of Appeals or...”.
2. Delete Section 9.4.2.1 Special Permit Granting Authority, The Zoning Board of Appeals in its entirety and renumber as required.

A second motion was made by David A. Smith Sr. and seconded to amend the Zoning By-laws to remove the word potential from 9.4.2.2. Town Counsel was consulted and determined that the second amendment was not legal because it was outside the scope of the article. The main motion was voted by 2/3rds majority declared by Moderator Person.

The meeting adjourned at 11:00 pm.

Respectfully submitted:

Felecie O. Joyce,  
*Town Clerk*

## Report of the District Department of Veterans' Services

---

Thank you for allowing me to service the member towns, their veterans, and widows. We have made great strides in reaching out to our veterans in our local area, letting them know the various services available to them from Elderly Services, Community Actions and also the local senior centers.

This past year we have seen an increase in all areas of operation and currently have 43 active Chapter 115 claims.

Chapter 115 Submissions and Return from the State:

<b>Town</b>	<b>FY 2011 Submitted 7/01/10 - 6/30/11</b>	<b>Pmt Due in FY 2012 FY 2011 - 75%</b>
Sheffield	\$15,951.40	\$11,963.55

Over the last year we have completed the following for our member town's veterans:

Applications for VA Health Care	52
ALS/Disability/A&A/Appeals/Life Insurance	93
Other Request (DD 214s/Markers/Medals)	75
Flags to funerals homes for veterans	84
Assisted with Dr. appointments	29
Home and Office Visits	479
Veterans Services Phone Calls	1958

Fiscal Year 2012 District budget has been reduced by the reserve resulting in a smaller assessment for the member towns. During these trying financial times all veterans and widows are encouraged to contact this office or the US Department of Veterans Affairs and review current entitlements as many changes have taken place.

Sheffield's apportionment towards the FY 2012 DVS budget was \$9,125.92 - this number was based on population percentage on the 2000 Census.

Respectfully submitted,

Laurie J. Hils  
*District Director*

# Report of the Town Administrator

---

I am excited to have the opportunity to serve the Town of Sheffield and to address residents in my first report. It has been a whirlwind of activity since I was appointed as Town Administrator, and I have enjoyed all aspects of the position.

Again, our employees worked hard to continue to keep expenses down with a level funded budget from the previous year, which has allowed Sheffield to stay financially secure.

The Senior Center was completed and opened in March. It was exciting to be able to move into a new bright and roomy center. The Center is also our new polling place as it provides great access for our voters.

We are continuing to meet with Time Warner Cable to renew our cable agreement. Time Warner has installed cable to several locations that were previously unable to access cable. The Five Town Cable Advisory Committee is currently in negotiations for a cable agreement between Time Warner Cable and the towns of Sheffield, Lee, Lenox, Great Barrington and Stockbridge.

The following repairs and building upgrades were completed throughout the year:

- Several windows at the Library have been replaced.
- The Library and Police Department septic systems have been repaired.

A storage shed was purchased for the American Legion to fulfill the Town's obligation to provide storage to the American Legion. The elevator was repaired but we are waiting for the State inspection before we can begin to use it. We received a grant to provide energy efficient windows and insulation at the Town Hall and Police Station.

The following is a list of personnel changes for this year:

Martin Clark – Animal Control

Jennifer Goewey – Assistant to the Town Administrator

Jill Hughes – Town Hall Support Staff

Ryan Shimon – Truck Driver/Laborer

Tricia Wilkinson – Reserve Intermittent Police Officer

Christopher Jackson – Reserve Intermittent Police Officer

Shawn Reagan – Reserve Intermittent Police Officer

We also had a change in Legal Counsel. Sally Bell our long time Legal Counsel retired and Kopelman and Paige, P.C. was appointed.

We negotiated and signed a contract with the Highway Department and also began negotiations with Police Department.

Three members of the Fire Department were presented certificates by the Board of Selectmen for completing Firefighter I and II training. We would like to congratulate Ronald Bubak, Anthony Bleau and Kevin Learnard.

A couple of exciting projects took place during the year. The Sheffield Water Company has installed a new water tank that will provide users with a more efficient water source. New water lines were also installed along several roads. A new canoe launch was dedicated at the Covered Bridge Park in May. This provides access to the Housatonic River as well as a great place to relax and enjoy the river.

Municipal Health Care Reform was a recent important legislation that was passed to allow towns to participate in the design of their health care plans. Sheffield is a member of the Berkshire County Group Insurance and plans are being made for health care plan design changes for Town employees.

Two new committees were formed this year. The River Parks Task Force was formed to make recommendations on establishing a permanent River Park Committee. A Bylaw Review Committee has been formed to review and update the Zoning Bylaws. It is our hope that the first of any changes will be seen at the May 7, 2012 Annual Town Meeting.

As many of you saw this year, Lila Milukas worked at the Transfer Station during the summer to help educate residents on recycling. Lila created visual aids to show changes to the recycling laws and well as developed pamphlets to hand out to the Transfer Station users. We were able to see a reduction in costs due to Lila's hard work and thank her for the great job she did.

Tropical Storm Irene wrecked havoc on several Town roads. A State of Emergency was issued by the Board of Selectmen and FEMA has reimbursed some of the repair costs. This year portions of Home Road and County Road were paved. It is our hope that we will be able to continue with the remaining portions of these roads during the summer of 2012.

Sheffield is lucky to have a group of dedicated employees who work hard to serve the residents and to make Sheffield a great place to live and do business. I wish to thank the Board of Selectmen, Department Heads, employees and other officials for their assistance and support during this transition year. I would also like to thank all the residents for their support and kind words during my first couple of months. I am grateful for the assistance from Jenn Goewey for her hard work to ensure that things run smoothly in our office.

I continue to hope that residents will stop in with any comments they may have regarding the operation of the Town.

Respectfully submitted,

Rhonda LaBombard  
*Town Administrator*

## Report of the The Highway Department & Tree Warden

---

In 2011 5,700 ft on County Road were leveled & top coated with blacktop, as well as 2,900 ft on Home Road. Both roads had the edges cut back for drainage. Berkshire School Road, Maple Ave, and sections of Hewins Street were crack sealed.

We took delivery of our new F550 Ford Dump Truck with an all season body and front plow. We also purchased a new plow for the front of the Peter Bilt.

We welcomed Ryan Shimmon to the Department, who replaced Tony Errichetto.

Edward Lord,  
*Highway Superintendant*



# Report of the Police Department

---

During the calendar year 2011, officers of the department responded to 2160 calls for service .Officers conducted 229 criminal investigations of which 67 were felonies. There were 44 arrests (3-juveniles) made in relation to the criminal investigations as well as 31 summons being issued for court appearance and 23 show-cause hearing before a clerk magistrate. Domestic violence investigations resulted in the issuance of 13 Restraining Orders. As in the past we have enjoyed a close working relationship with the Office of the District Attorney in the prosecution of these cases.

Officers responded to 66 traffic collisions during the past year, 20 of which involved personal injury, including one fatality. The department issued 517 traffic citations of which 184 were civil infractions, 223 were written warnings, 53 resulted in arrest and 57 citations were criminal complaints.

The Town received \$13,852 from civil fines assessed from the Department of Transportation (formerly the Registry of Motor Vehicles). The District Court of Southern Berkshire returned to the Town the amount of \$2,862 for criminal fines assessed. In addition the Department returned to the Town Treasurer the amount of \$1975 for Firearms licenses, \$4791 for Paid Detail surcharge, \$3575 for security alarm licenses, \$1350 for security alarm fines and \$159 for Tag Sales permits.

The proposed budget for Fiscal Year 2013 (July 2012) is \$435,398.00, a one percent increase over the current Fiscal Year. The last several years have seen one year contracts with the Police Association. It is difficult to develop a budget with one year contracts. We are presently negotiating a contract that hopefully will be for a three year period. The increase of next year's budget (with the exception of a \$1000 increase in the gas account) is to help off set the anticipated wage increase. There are no capital expenditures anticipated for this year.

The Police Department facility has incurred several issues during the past year. The boiler has again failed its yearly inspection, but has temporarily been repaired. It will have to be replaced within the next five years. The slate roof is in need of replacement. Apparently the type of slate on the roof is not known for its longevity and will need to be placed on the capital improvement plan for the near future. In addition, the septic tank had to be replaced this year and additional repair of the fields will be required in the future. The Town Hall, Library and the Police Station were renovated almost 17 years ago on a low budget and the time is near for a substantial upgrade of the facilities.

The Field Training officers program, instituted last year, is serving us well, as was witnessed in the seamless integration of three new part-time officers; Tricia Wilkinson, Shawn Reagan and Christopher Jackson. Officers Brian Fahey and Ryan Kresiak are our training officers. Long time reserve officer Greg Priest has left the Department after being promoted within the UConn fire department as a Deputy Chief. We wish him well and thank him for all his efforts on behalf of the Department.

A new program was instituted this year under the guidance of Officer Eric Munson. Known as Rx Roundup, it is a county-wide program which collects prescription drugs that are no longer being used and are turned over to a drug enforcement agency for destruction. This initiative is a collective effort by the Office of the District Attorney, Community Health Programs, the DEA, and municipal police departments to remove the availability of unused prescription drugs for purposes other than what they were intended for. The collections are held several times a year, please watch for the public announcements.

Two weather related incidents this past year resulted in the opening of the Emergency Operation Center at the Police Department. On each occasion a meeting was held prior to each storm, heavy rains and flooding in September and the snow storm of late October, to identify potential problems that might incur. Participating in each of these meetings were members of the Board of Selectmen, the Town Administrator, Fire Chief, Highway Superintendant, members of the Board of Health, Emergency Management and representatives of the Southern Berkshire Regional School District. Plans were put into place and the management of the two weather incidents was a team effort that resulted in mutual understanding of each agency's responsibilities and the understanding of what was to be done and who was going to do it. In each incident lessons were learned and plans were improved upon.

The Department's Kops & Kids program, directed by Officer Munson continues to flourish. Officers from our department, Gt. Barrington, Stockbridge and New Marlborough put in a great amount of time and effort towards this program, which was a positive learning experience and enjoyed by all the children who attended. Another program that was reinstituted this year was Car Seat Installation. Officer Susan Rathbun became a certified Child Restraint Technician and is available by contacting this office.

I would like to thank the officers of our department for their commitment to provide a high quality of service to the citizens of our community. I would also commend the other departments and boards within our community for working together to provide a high quality of life for those who call Sheffield home. A lesson learned from the weather incidents of the past year, is that in crisis it is easy to build a consensus to do the "right thing" even if we are not in total agreement.

Respectfully submitted,

James M. McGarry  
*Chief of Police*

Calls for Service:

911 Hang ups .....	71
Security Alarms.....	123
Animal Complaints.....	77
Assist Citizens.....	92
Assist other Agencies .....	78
Domestic Disturbance.....	24
Assist Fire Department .....	56
Motor Vehicle Accidents.....	92
Motor Vehicle Complaints .....	74
Crimes against Persons .....	55
Disturbances .....	22
Medical Emergencies .....	183
Suspicious Activity .....	77
Public Service .....	21
Patrol Checks .....	267
All Others .....	848

# Report of the Fire Department

---

The Sheffield Fire Department responded to 116 calls in 2011. Sheffield EMS responded to 125 calls. The following is a breakdown of alarms.

Structure .....	1
False Alarm .....	32
Brush/Grass.....	4
Mutual Aid .....	21
Chimney .....	2
Auto Accident .....	14
Burned Food .....	2
Lost/Injured Hikers .....	6
Wires/Tree Down .....	11
Car/Truck Fire.....	6
Lifting Assistance .....	0
Misc.....	7
Carbon Monoxide .....	7
EMS .....	125

EMS calls topped this years list of calls, false alarms second, and mutual aid third.

I would like to thank all the Sheffield EMS Men for the extra hours you put in responding to medical calls, along with fire calls. You are a huge asset to the Town. Again, thank you.

We were busy this year with mutual aid for two reasons. One being our tanker, and secondly our neighboring Towns are short handed at times during the day just like we are. The Fire Department continues to train every Wednesday evening, and some weekends with our mutual aid companies. I would like to thank all of the residents for their donations toward the departments building fund, and we are getting closer to our goal.

I would like to thank Police Chief McGarry and his department for all their help this past year. I would also like to thank the Highway Department for their assistance. A huge thank you goes out to the Emergency Support Staff for their dedication and service, providing hot food and drinks during fires, and for helping with the fundraising events through out the year.

Lastly, I would like to thank the members of the Sheffield Fire Department for their dedicated service to the community which they protect. I would also like to

thank the members’ families, for their ongoing support and understanding of the time that being a firefighter takes from ones family to serve and protect.

<b>Officers</b>	<b>Years In Department</b>	<b>Years In Position</b>
Chief Rick Boardman	29 years	9 years
Dep. Chief John Ullrich	31 years	9 years
Dep. Chief Bob Beham	29 years	9 years
Captain Pete Batacchi	28 years	6 years
Captain Brent Getchell	16 years	9 years
2nd Lieut. Adam Carlotto	10 years	1 years
2nd Lieut. Rob Martin	6 years	1 years

<b>Members</b>	<b>Years in Department</b>
Craig Bachetti	26 years
Nick Ball	10 years
Tony Bleau	4 years
Doug Blume	24 years
Jeff Briggs	4 years
Ron Bubak	2 year
Jeremiah Cronin	4 years
Jamie Foster	4 years
Mike Funk	14 years
Joe Gulotta	6 years
Kevin Learnard	3 years
Malcolm McCain	2 years
Martin Mitsoff	4 years
Brian Ovitt	47 years
Mike Ovitt	13 years
Bob Poulter	10 years
John Pshenishny	38 years
Jason Smith	9 years
Randy Robarge	20 years
David Ullrich	11 years
Wayne Wilkinson	11 years
Trevor Williamson	1 years
<b>Total members 29</b>	<b>Average years of service 14.5</b>

Respectfully submitted,

Rick Boardman, *Chief*

# **Report of the Inspectors**

---

## ***Report of the Building Commissioner***

The Building Department received and processed one hundred eighty six Permit Applications for the period January 1 thru December 31, 2011. Seven inspections were performed, with certificates of compliance issued, for renewal of licenses. Thirty inspections were performed, and certificates of compliance issued, for facilities of Educational and Assembly use.

The scope of permits include: 2 single family dwellings; 1 single family dwelling converted to two family; 4 new commercial structures; 16 residential additions; 59 renovations and alterations of residences; 19 commercial alterations; 3 garages and barns; 15 accessory structures; 3 swimming pools, 4 demolition of structure; 2 new signs; 4 photovoltaic solar systems; and 54 other permits that include roof replacements, residential decks, solid fuel burning appliances and temporary tents. Fees collected for building permits and departmental inspections totaled \$143,404.22 with an estimated construction value of \$26.12 million.

I thank the Board of Selectmen and the residents of the Town of Sheffield for the opportunity to serve the community again this year.

The office hours of the Building Department are Monday and Tuesday 7:00am to 1:00 pm, Thursday 11:00 am to 6:00 pm and Friday 11:00 am to 4:00 pm.

If you have any questions please do not hesitate to contact me by telephone at 413-229-7000 ext.156, Fax 413-229-7010 or e-mail to [tcarmody@sheffieldma.gov](mailto:tcarmody@sheffieldma.gov).

Respectfully submitted,

Thomas M Carmody CBO  
*Building Commissioner*

## ***Report of the Gas Inspector***

During the year January 1, 2011 through December 31, 2011 this department issued 46 gas permits, collected \$3,010.00 in fees and made 46 on site gas inspections.

Sincerely,

Bob Krupski,  
*Gas Inspector*

## ***Report of the Plumbing Inspector***

During the year January 1, 2011 through December 31, 2011 this department issued 16 plumbing permits, collected \$1,660.00 in fees and made 29 on site plumbing inspections.

Sincerely,

Bob Krupski,  
*Plumbing Inspector*

## ***Report of the Inspector of Wires***

In the year 2011 there were 71 permits filed. These permits entailed approximately 213 visits.

Thank you to the Building Inspector, Thomas Carmody, for his assistance and cooperation throughout the year.

Respectfully submitted,

Richard Cappadona  
*Inspector of Wires*

# Report of the Cultural Council

---

**Mission Statement:** *Helping to fund culture, history, environmental awareness, arts, and the humanities for our community.*

The Cultural Council is part of the Local Cultural Council (LCC) Program of the Massachusetts Cultural Council. The LCC Program is the largest grassroots cultural funding network in the United States.

## **The LCC Program brings art and culture to every community in Massachusetts**

In FY 2011, the LCC Program granted more than \$2 million to support concerts, performances, exhibition, festivals, and other cultural activities in all of Massachusetts' 351 cities and towns.

## **The Sheffield Cultural Council's Goal**

The goal of the Sheffield Cultural Council is to build community; promote collaboration between community-based businesses, organizations and residents; expose under-served constituencies to the arts, humanities and sciences; inspire substantial community volunteerism; and provide quality arts educational experiences in Sheffield and Ashley Falls.

## **Programs supported by the Sheffield Cultural Council in 2011**

Ashley Falls Village Improvement Society (Memorial Day Parade), Terry A La Berry & Friends, musicians (children's concert at Sheffield Fair), Bazaar Productions (theatrical readings), Berkshire Children's Chorus (scholarship for a local child), Flying Cloud Institute (science and arts programs for local children), Roger Tincknell, musician (Library performance), Sculpture Now (sculpture programs for local children), Richard Hamelin, potter, (school program), Undermountain Elementary School (visit to Colonel Ashley House), Dewey Hall Folk Music Series, Good Samaritan Fund Benefit Concert, Grace Campbell (murals for new Senior Center) and Ventford Hall Association (lectures attended by local residents).

Our allocation from the Massachusetts Cultural Council for 2011 was \$4,000. The Council accepted a total of 20 grant applications from a pool of 37 applications. Of our allocation, 60% went to community programs, 30% went to school or children's programs, and the rest to Senior Center programs and to Library programs.

## **Contact Information**

All correspondence with the Council should be addressed to: The Sheffield Cultural Council, PO Box 325, Town Hall, 21 Depot Square, Sheffield, MA 01257.



More information may be found at <http://www.mass-culture.org/Sheffield> and on the Town web site at <http://www.sheffieldma.gov>.

Respectfully Submitted,

Marcia Friedman, *Chair*  
Trudy Weaver Miller, *Treasurer*  
Sally Chamberlin Cook  
Jamie Foster  
David Reed

# Report of the Board of Health

---

The Board of Health is required by state and local laws to perform many duties related to the protection of public health.

In 2011, the Board continued to improve its response to citizen inquiries, complaints and requests for information, while meeting its mandated responsibilities. It sought to reduce the time from receiving an inquiry to providing either information or a referral; make the Board's forms, licensing and inspections more straightforward and accessible; and resolve several public health issues. In addition the Board, with voter approval, established a revolving fund to have septic related fees fund requisite septic inspections and worked with the Board of Selectmen to consolidate and in many food service licensing fees for 2012.

During the past year the Board established closer working relationships with other organizations, including the Massachusetts Association of Health Boards, Berkshire County Board of Health Association, Berkshire VNA, the Department of Health (DPH) and the Department of Environmental Protection (DEP). We benefited greatly from the ongoing assistance of Charlie Kaniecki, DPH's Western District Health Officer.

Upon the creation of an emergency dispensing plan, the Board was awarded a \$3,000 grant, which funded the purchase of computer and other necessary supplies as well as other needed preparedness equipment for other departments.

Several Board members spend considerable time working with Berkshire County towns and cities to explore the potential benefits of a regional approach to public health. The Board of Selectmen approved Sheffield becoming one of the twenty-one Berkshire County towns and cities in the newly formed Berkshire Public Health Alliance. The Alliance, which later received a major multi-year funding grant, is committed to the idea of developing a sustainable model of collaboration, regionalization and shared services. The Board is not required to make any financial contribution to or contract for any services from the BPHA. The Board of Selectmen appointed Priscilla Cote as the Town's delegate; Scott Smith was appointed as the Town's alternate delegate.

During 2011, Joel Weiss and Dick Kirchner were reappointed to the Board for three-year terms.

The Board sincerely thanks Seana Roche for her work as the Board's clerk during a period of transition and we welcomed Jill Hughes, who is now providing clerk support. We also greatly appreciate the ongoing assistance of many Town employees during this past year.

We look forward to serving the Town of Sheffield in 2012. We meet monthly on the second Monday of the month at 6pm and as needed. All meetings are posted and open to the public.

Respectfully submitted,

Priscilla B. Cote, *Chairman*

Scott Smith, *Vice-Chairman*

Richard Kirchner

Joel Weiss

Rene Wood

# Report of the Council on Aging and Senior Center

---

A virtually level funded budget was approved by the Sheffield citizens again in both FY11 and FY12. Additional help from the State Formula Grant through the Executive Office of Elder Affairs was again provided in both budget years - \$4900 in FY11 and \$5675 in FY12, based on an amount per senior. Professional staff remained 1 part-time Director and 1 part-time Assistant Director for a total of 35.5 hours per week.

The big news for 2011 was the opening and move to the new building at 25 Cook Road on March 18, 2011- construction of which was financed by \$400,000 from Sheffield taxpayers and \$800,000 from Federal funds. This allowed us to remain open 5 days a week 9-2:30 all year, providing more options for programing and a tremendous boost to seniors in the improvement of their quality of life. It has become a warm and welcoming home away from home to an increasing number of people in addition to becoming the first stop for information and referral for families with aging members as well as for individuals planning for their future. Numbers of duplicated and unduplicated seniors being served has again risen as well as service to non-seniors. More accurate tracking, more complete statistics, and future planning options will be more easily kept and available beginning January 2012 with the installation of MySeniorCenter software, purchased by the Friends of the Sheffield Senior Center.

Dedication and commitment from Council on Aging members, Friends of the Sheffield Senior Center and other volunteers continue to provide time, talent, and treasure that aid the growth and advocacy of Sheffield seniors.

Respectfully submitted,

John-Arthur Miller,  
*Director Sheffield Senior Center*

## Report of the Bushnell-Sage Library

---

A spirited group of volunteers is formulating a long-range plan that will provide a guideline for the future of the library. The committee will be examining our physical surroundings, anticipated long-term usage and methods for increasing literacy in the town. Sheffield residents will be asked for input to help meet the needs of the community.

In these difficult economic times the library has tried to reach out to the community with programs focusing on coping with stress and helping save money. For example, the weekly meetings of knitters have been quite extraordinary for many reasons; all ages and skill levels are represented, and the members have helped each other through both knitting projects and personal challenges. The yoga group has also enabled a devoted following to exercise and decrease stress levels through exercise. These programs are free to the public.

Children's programs are scheduled during teacher training half-days, so parents can avoid the extra expense of childcare. Programs during school vacations and the summer also help parents. All these programs, including chess lessons for kids are free.

In addition to the knitting and yoga groups, several other groups gather at the library: the Indigo Hues artists meet every week and inspire all with their painting skills. The Book Club meets monthly. An ongoing poetry seminar highlights both significant published poets and the work of the participants.

Book talks this year included three by Sheffield authors;-- Judith Papachristou, Bob Shanks and Hester Velmans-- and one by Ron and Jen Kujawski of Great Barrington.

The collection of materials was expanded in several areas this year. The active group of poets meeting monthly has offered advice on poetry collections that would be good to add to the collection. We have also expanded our collection of the translated work of international writers.

Statistics can be boring but it is important to note that the library has 1,383 patrons from Sheffield, and that circulation for the year reached a new high of 68,312. There were 72 programs for children and 446 for adults.

Representative Kate Hogan, the library liaison person for the Massachusetts legislature visited in March and toured several of the area's small rural libraries. She is the most important person for securing funding for libraries. Her main interest was in seeing how small libraries were reaching out to their communities with

useful programs. The Bushnell-Sage has had active contact this year with other community librarians.

The Trustees and Friends of the Library hosted a grand ten year anniversary party celebration for the librarian in September. It was a gathering of Sheffield's best! The Friends of the Library also hosted a splendid patio dedication, with benches named for Beala Schiffman and Inez Flinn. The October book sale, managed by Greig Siedor, was very successful, and the November Local author program was, as always, a huge event, with Susan Young and Frances Roth planning and working for months on every detail.

A thank you to the town is appropriate as well for its continuing support of the library: three computers were purchased to help prepare us for the migration to Evergreen, the new statewide circulation system; and five building windows were replaced to help save energy.

Jane Nye joined the Trustees in May. She has, in a short time, become a very positive force for the library. This year we lost one employee and two new part time substitutes joined the staff. Thank you to the staff for working hard and giving good service consistently. Of course, our volunteers are indispensable; we could not function well without them. It has been a good year!

Respectfully submitted,

Nancy Hahn  
*Library Director*

# Report of the Agricultural Commission

---

The Agricultural Commission works to promote agriculture in Sheffield and advise the Board of Selectmen and other Town boards, commissions and departments on agricultural issues. Our meetings are typically held on the second Tuesday of the month at noon, with the exception of the months from May until September - which are the busy growing season, when meetings are held on an as-needed basis.

As many communities across the Commonwealth who have adopted right-to-farm bylaws have done, we have had signs made to express that Sheffield is an agricultural community. They should be going up in the spring of 2011 on most major roads near the town boundaries.

Many of our members have attended meetings with other town Agricultural Commissions and with the MA Department of Agricultural Resources throughout the year to help enhance our work, to learn what other towns have been doing to support agriculture and what resources are available to implement these activities.

This includes the work we began last year with the Alford and Egremont Agricultural Commissions toward increasing local meat processing capacity for marketing local products that continues and has become a topic of state-wide interest. We are also continuing to explore the excise waiver which many other communities have adopted, and our work with the Sheffield Farmers' Market to develop a plan for a stronger market. Learning how other Agricultural Commissions have created links between their farmers' markets and downtown businesses and helped to improve visibility has been valuable toward the goal of completing major steps before the 2011 season starts.

Anyone interested in getting involved in any of these projects or the general work of the Agricultural Commission is welcome!

Respectfully submitted,

James M. Larkin, *Chair*  
Louis Aragi Jr.  
Kathy Orlando  
Morvin Allen  
Bruce Howden  
James Kelly  
David Smith, Sr.  
Ruth Ziegler, *Alternate*  
Dominic Palumbo, *Alternate*

# Report of the Economic Development Committee

---

The Economic Development Committee's charter is to work to implement the Town's Economic Development Plan adopted by the Board of Selectmen in 2009.

2011 was the start of the Committee's second full year with no increase in its official membership despite appeals to the community.

The lack of additional members hindered the Committee's ability to pursue its charter and in late July, the Committee submitted a letter to the Board of Selectmen requesting suspension of the Economic Development Committee until its membership could be increased to a minimum of seven members. The Board of Selectmen did so at its meeting of August 1, 2011.

If you are interested in serving on this committee, please contact the Town Administrator's office.

Respectively submitted:

James W. Kelly  
Kevin E. Schmitz  
Rene C. Wood, *ex-Officio*



# Report of the Commission of Disabilities

---

## REACHING OUT TO PEOPLE WITH DISABILITIES

The Commission on Disabilities (C.O.D.) has completed its second full year of service to the residents of the Town of Sheffield. Its mission is to cause the full integration and participation of people with disabilities in Sheffield.

The C.O.D. spent the majority of 2011 working to educate residents and its own members about the services available to people with disabilities. A speaker series was launched which, over the year's time, featured 14 speakers and covered the following topics: "Transportation Services for Sheffield," "Adaptive Recreation for those with Disabilities," "Reaching for New Horizons—Activities for Kids with Disabilities," "Assistive Technology for Help with Sensory Deficits," "Low Cost Health Care Options in South County," and "A Sampling of Therapeutic Residential Special Education Programs in South County." The C.O.D. also researched and contributed information about services available to people with disabilities to be included in the "2011 R.S.V.P. Calendar," which was distributed in Sheffield and throughout the county.

The C.O.D. is working to connect with those who have disabilities in Sheffield. Statistics show that about twenty percent of those who live in the United States have some sort of disability. This includes those who have hidden disabilities such as learning disabilities, psychiatric disabilities, brain injury, low vision, diminished hearing, cancer, heart conditions, HIV/AIDS, asthma, chronic fatigue, and many other conditions.

The Commission is working to raise awareness about the issues and services available. In addition to educating the public, the Speaker Series is part of the Commission's efforts to attract more members to sit on its board. Other methods of recruitment include a presentation at a Senior Center luncheon, mentions in articles about the C.O.D., radio interviews, and posters distributed throughout Sheffield. Commission members attended the Disability Pride Day at the Berkshire Mall in Lanesboro and made many connections with other organizations and agencies that serve people with disabilities. The Commission regularly submits articles to the "Sheffield Times" and promotes its programs through other media outlets.

In early 2011 Commission members and representatives of the Massachusetts Department of Transportation surveyed downtown Sheffield and identified areas that are difficult to traverse because of a lack of curb cuts. Because of the C.O.D.'s efforts, the Department of Transportation has plans to install curb cuts along Route 7 in 2013.

The C.O.D. approved recommendations for greater access to places such as the Town Park, the Covered Bridge Park, and trails being built, to be included in the Open Space and Recreation Plan. At the end of the year, members of the C.O.D. participated in Mount Everett High School's Foundations of Design Class project held at the Senior Center.

The Commission cannot end this report without taking time to honor the memory of Jack Pollitt who passed away on April 13, 2011. He was the inspiration and true founder of the Commission on Disabilities. Because of Mr. Pollitt's dedication to making sure that all of the citizens of Sheffield can participate in all that Sheffield offers, the C.O.D. was established in the fall of 2009. The Commission gives its deepest gratitude to Mr. Pollitt for all of the good that he has done.

Signed,

Laura Grunfeld, *Interim Chair*

Claudia Martin

Don Perry

David Wells with the assistance of Nanette Wells

## Report of the Animal Control Officer

---

There are approximately 780 dogs in Town. A reminder to all cat owners, the State requires cats to be vaccinated for rabies. Please note - you are responsible for your dog regardless if they are in your home or out running. I answered over 80 calls this past year, plus many hours on the phone. The calls varied, but included stray dogs, lost dogs, dog bites and two animal fatalities.

A reminder - It is very important to put the license tag on your dog. If the dog is lost it is helpful in finding the owner and saves extra expense in getting the dog back.

It has been a pleasure working with the Town. I would like to thank Town Clerk Felecie Joyce, Town Administrator Rhonda LaBombard and her assistant Jennifer Goewey for their assistance throughout the year.

Respectfully submitted,

Marty Clark,  
*Animal Control Officer*

# Report of the Animal Inspector

---

We had another busy year with rabies in Sheffield and Ashley Falls. We have had bobcats, skunks and raccoons all infected. Coyotes seem to be more out in the open around homes than they have been in the past. A word of warning to all homeowners-please be sure not to leave any food or garbage out in the open where they can come to eat. The following is a list of some of the calls I made this year:

- 81 barn inspections
- 1 call for quarantine of animals (dogs/cats/cattle)
- 1 call for quarantine release
- 2 calls for no shelter
- 4 animal health permits
- 5 calls for dead animals
- Total calls — 94**

The following is the number of animals in Sheffield in 2011:

2,708 - cattle	101 - horses and ponies
12 - donkey/mules	28 - goats
75 - sheep	55 - swine
7 - llamas	20 - alpacas
6 - rabbits	

## Poultry

506 – chickens	11 – turkeys
24 – waterfowl	41 – game birds

To the best of my knowledge, all animals in Sheffield appear to be free from all contagious diseases.

Respectfully submitted,

Richard M. Boardman,  
*Animal Inspector*

# Report of the Planning Board

---

**Elected Officials:**

David Smith, Sr., Chairman .....	2013
Peter Cherneff, Vice Chairman .....	2012
Margaret Z. Martin, Secretary .....	2013
Jim Collingwood Jr. ....	2014

---

**Delegates to Berkshire Regional Planning Commission:**

David Smith, Sr. ....	2012
Rene C. Wood, Alternate .....	2012

---

This year Christopher Tomich acted as the Planning Board Alternate and also chaired the new By Law Review Committee. This Committee was established to address the needed updating of the Zoning Bylaws. The committee was comprised of:

Christopher Tomich	Chairman
David A. Smith Sr.	Vice Chairman
Peter Cherneff	
Jim Collingwood	
Eric Carlson	
Anthony Gulotta	
David Macy	

**Special Permits granted in 2011:**

1. William Heaton - Special Permit unanimously granted to operate a brewery-65 Silver Street
2. Honor Blume- Special Permit unanimously granted for an extension to existing kennel-124 Cook Road
3. James G. Iulo – Special Permit unanimously granted for a single residential lot– County Road

The Planning Board granted 4 Form A’s in 2011.

In 2011 the Planning Board held one public hearing regarding an Accessory Apartment provision to the Zoning Bylaw. The hearing held in April amended the bylaws add an Accessory Apartment provision to the Zoning Bylaw with the intent of expanding affordable workforce and life cycle housing opportunities for our residents.

Thank you to all Planning Board members for fulfilling their civic duty. Also, thank you to our recording secretary Nadia Milleron and the assistance of Rhonda LaBombard, for their consummate work to keep the Board professional and organized.

Thank you Chairman Christopher Tomich for his 5 years of service and his willingness to stay on as our alternate member,

Thank you to our newest member James Collingwood Jr.

Citizens interested in the Planning Board activities can visit the Town website at [www.sheffieldma.gov](http://www.sheffieldma.gov).

Respectfully submitted:

David Smith, Sr.  
Peter Cherneff  
Margaret Z. Martin  
James Collingwood Jr.

# Report of the Conservation Commission

---

The purpose of the Conservation Commission is to administer the provisions of the Wetlands Protection Act (WPA) MGL Ch 131, §40, and to educate and communicate with the residents and businesses of Sheffield on issues concerning the protection of our wetlands. The regulations of the WPA were written to protect public and private water supplies, ground water supplies, and to provide flood control, storm damage protection, prevention of pollution, and protection of land containing shellfish, of fisheries and of wildlife habitat. The Act prohibits the filling, excavation or other alteration of the land surface, water levels or vegetation in or near wetlands without a ruling from the local Conservation Commission. Our jurisdiction covers any work to be done within 100' of a lake, pond, vegetated wetland or intermittent stream, and within 200' of any perennial stream and any work within a floodplain.

If there is any question on applicability of the WPA to our project, you can contact the Conservation Commission at 229-7000, ext. 114. We can advise you if a project will come under our jurisdiction and if the work requires the filing of a Request for Determination of Applicability (RDA) or a Notice of Intent (NOI).

In 2011, the Sheffield Conservation Commission reviewed eight Requests for Determination of Applicability and one Notice of Intent.

The Commission meets in public session every 2nd and 4th Monday of the month from April through October and on the 2nd Monday of the month, only, from November through March. Meetings are at 7:00 p.m. and anyone may attend.

Respectfully submitted,

Gaetan Lachance, *Chairman*

James Collingwood Sr.

Don Ward, III

Howard Chezar

Cheryl Blackburn

# Report of the Zoning Board of Appeals

---

The Zoning Board of Appeals heard and acted on the following 4 applications in 2011:

1. Louis Aragi, Boardman Street - Variance - Withdrawn
2. Sheffield Plastics, Silver Street - Special Permit - Granted
3. Sheffield Plastics, Silver Street - Variance - Granted
4. Sheffield Plastics, Salisbury Road – Special Permit- Granted

The Board welcomed Allison Lassoë who was appointed as a member of the Board.

We would like to thank Michele Brooks, our recording secretary, and Rhonda LaBombard for their assistance during the year.

Respectfully submitted:

Eric Carlson, *Chairman*

Eric Blackburn

Bart Elsbach

Wray Gunn

Allison Lassoë

Greig Siedor, *Alternate Member*



## Report of the Recycling Coordinator

---

This past year, 2011, we have added a new item to the list of containers that we can recycle. The clear plastic clamshell containers can now be handled. These are the containers you usually see filled with berries or small tomatoes in the super-market. Although the content doesn't matter, the material the container is made of is important. The container must be clear. Black or Styrofoam Clamshells cannot be recycled.

In calendar year 2011, Sheffield recycled 128 tons of paper and 79.78 tons of containers (metal, glass & plastic). The total of 207.78 tons brought in \$9,593.25 in revenue. Considering the economy, this was a satisfying result.

Respectfully Submitted:

David Steindler  
*Recycling Coordinator*

# Report of the Berkshire Visiting Nurses Association

---

As part of the Berkshire Health System network, Berkshire Visiting Nurse Association provides comprehensive, multidisciplinary healthcare to individuals and families in the community. Community public health services are **Disease Surveillance and Investigation, Active TB Disease Management, Disease Screening and Immunizations, and Health Promotion**. A description of services follows:

**Disease surveillance and investigation** of reportable and communicable diseases involves the receipt and processing of reports for specific diseases and implementation of appropriate followup measures. This is accomplished with the use of MAVEN. The Massachusetts Virtual Epidemiologic Network known as MAVEN is part of the Electronic Disease Surveillance System. There were 84 diseases investigated. The diseases were campylobacteriosis, giardiasis, hepatitis C, human granulocytic anaplasmosis, Lyme disease, salmonellosis, streptococcus pneumoniae and varicella.

**Active TB disease management** is following all cases of active disease in accordance with MDPEI requirements and MA regulations. This includes contact investigation, skin testing, multiple months of case management and direct observation therapy. There were no active cases of TB.

**Disease screening and immunizations** for individual and community disease prevention are provided as necessary. An established distribution station is maintained in accordance with MDPH requirements for the management of state supplied vaccine. A town clinic for seasonal influenza and pneumococcal vaccine is offered to persons meeting the criteria. Opportunity for those who are unable to come to the town clinic is made available at subsequent health promotion clinics. There were 56 seasonal influenza shots administered.

**Health promotion** provides accessible monitoring of health risks to the community. Also provided are health education, health promotion and screening in accordance with acceptable standards. A health promotion clinic is held regularly at Dewey Hall. There were 70 visits made to this clinic. Blood sugar testing is offered regularly to those with diabetes and annually for all clinic participants. Clinic participants were given educational material on heat illnesses and dehydration. Time was allotted for questions and answers.

The Board of Health Coordinator, Cindy Croce, RN, collaborates with the Council on Aging to provide coordination of services for residents. As a member of the community health care continuum of Berkshire Health Systems, collaboration with and referrals to other health care professionals are readily made.

Berkshire Visiting Nurse Association wishes to thank the Select Board and. the Board of Health for the opportunity to serve your residents. Please feel free to call BVNA for information at 800- 788- 2862. We look forward to our continued relationship in maintaining and promoting good health in Sheffield.

Respectfully submitted,

Cindy Croce, RN

*Board of Health Coordinator*

*Berkshire Visiting Nurse Association*

## Report of the Town Park & Recreation Committee

---

The Town Park now has a new official Town of Sheffield sign directing traffic from Miller Avenue onto Frederic Lane. With the approval of Edward Gulotta, the sign was installed on his lawn replacing the old one. The outfield fence of the Little League field was replaced, thanks to donations made from Berkshire School. Field maintenance is a collective effort of many volunteer hours from Jim Kern, Robert Gingras, the committee chairman and team coaches. Anyone interested in volunteering their time and skills can contact Mike Ovitt. Duties could range from periodic checks of the grounds and equipment, picking up trash or raking the field in preparation for games.

The Sheffield Kiwanis little league and minor league program combined with the Great Barrington program, resulting in games and practices on our two fields nearly every night of the week. Kiwanis provides a variety of foods and beverages for all to enjoy.

The baseball program is given priority throughout the season, but numerous individuals and organizations reserved the use of the pavilion or grounds. Events range from kids birthday parties, anniversaries, weddings and receptions, school graduation gatherings as well as Company Picnics. The annual Police Department Kops n Kids Camp and Sheffield in Celebration are long standing functions.

To reserve the Pavilion for your event, please call Michael Ovitt at the Town Hall at 413-229-7000 ext 154.

Donations are accepted and help fund various special expenditures not funded by the Town.

Respectfully submitted,

Michael Ovitt,  
*Chairman*

# Report of the Board of Assessors

---

Greetings to the townspeople of Sheffield:

## **Fiscal Year 2011 Tax Rate Summary**

In compliance with the requirements of the Massachusetts Department of Revenue, the Town of Sheffield continues the cyclical inspection program. This program requires an inspection of the interior as well as a measurement and inspection of the exterior of all property. The inspection is necessary in order to create equitable assessments throughout the town. We appreciate the tax payers continuing cooperation with this effort.

## **Fiscal Year 2011 Commitment & Abatement Summary (Calendar Year 2011)** **Commitments to the Collector:**

Motor Vehicle Excise	\$ 393,671 <sup>1</sup> .31
Supplemental Tax	3,362.12
Total	\$ 397,033.43

## **Abatements & Exemptions**

Real Estate Abatements	\$ 20,681.25
Personal Property Abatements	\$ 872.37
Statutory Exemptions:	

<b><u>Exemption Type</u></b>	<b><u>Count</u></b>	<b><u>Total Tax Amount</u></b>
Clause 22 – Veterans	1	\$ 400.00
Clause 37 – Blind	1	437.50
Clause 41C – Elderly	8	7,500.00
Total Exemptions	40	\$ 8,337.50
Total Abatements & Exemptions taken against 2011 overlay		\$ 29,891.12

## **Motor Vehicle Excise Abatements**

Levy of 2006	\$ 20.85
Levy of 2007	69.36
Levy of 2009	54.21
Levy of 2010	1,637.95
Levy of 2011	<u>8,547.69</u>
Total MVE Abatements	\$10,330.06

## **Fiscal Year 2011 Commitment & Abatement Summary (Calendar Year 2011)** **Commitments to the Collector:**

Preliminary Tax	\$ 3,945,425.03
Real & Personal Property – Actual	8,001,510.04
Motor Vehicle Excise	39,040.36
Farm Animal Excise	15,678.35

**Abatements & Exemptions**

Real Estate Abatements	\$	0.00
Personal Property Abatements	\$	0.00
Total Abatements & Exemptions taken against 2012 overlay:	\$	0.00

**Motor Vehicle Excise Abatements**

Levy of 2003	\$	26.68
Levy of 2008		30.01
Levy of 2009		29.19
Levy of 2010		56.87
Levy of 2011		3,017.49
Total		\$3,160.24

Respectfully submitted,

Tammy L. Blackwell, *MAA, Chairman*  
Robert A. Weitz  
Barbara West

## Report of the Treasurer/Collector

---

The total levy of Real Estate and Personal Property Tax for Fiscal Year 2011 was \$7,743,136.76 of which \$7,367,605.75 was collected, \$46,466.12 was abated, \$11,362.91 was overpaid and refunded, \$37,201.25 taken into tax title, leaving a balance of \$303,226.55 at the end of June 2011, thus collecting approximately 96.8 % of the Levy. By June 30, 2011 we were able to collect \$115,291.43 of last year's balance of Real Estate and Personal Property taxes, bringing collections to 98.1% after one year. Motor Vehicle Excise collections totaled \$432,887.89. From all delinquent taxes came \$64,904.95 in interest penalties and fees. Payments on account in Tax Title totaled \$77,394.33 lowering the Tax Title account by \$63,277.70 and bringing in an additional \$14,116.63 in interest penalties. With continued historically low interest rates, the Town was able to safely earn \$14,355.76 on its investments with no risk of principle.

Real Estate and Personal Property bills are generally payable 4 times per year. The Preliminary Bills are the August 1st and November 1st installments, each representing 25 % of the prior fiscal year net tax. The Actual Bills are the February 1st and May 1st installments which reflect any change in valuation along with the change in tax rate. I encourage taxpayers to understand the basis of their bills and welcome any taxpayer to review the collection process.

The majority of Motor Vehicle Excise Taxes are issued in February of each year for those registered as of the 1st of the year and approximately every two months following. You may be eligible for a refund or adjustment if you transfer plates from another vehicle or cancel plates mid year; you will be directed to the Assessors office for this adjustment. The Board of Selectmen will mail a notice regarding the requirement to purchase a new Transfer Station sticker which will be available for purchase at the Tax Office. Most bills are issued on a Fiscal Year period that covers July 1st through June 30th.

Thanks to Barbara Roraback and Seana Fetterhoff for their dedication and service to the town.

Any questions or concerns can be directed to the Treasurer/Collectors' Office at 229-7000 ext. 153 or 154.

Respectfully submitted,

Michael C. Ovitt,  
*Treasurer / Collector*

## REPORT OF THE TOWN TREASURER

### Report of Receipts - Fiscal Year 2011 - July 1, 2010 through June 30, 2011

#### FROM TAX COLLECTOR:

REAL ESTATE TAXES	\$7,315,121.03
PERSONAL PROPERTY TAXES	\$224,101.60
MOTOR VEHICLE EXCISE TAXES	\$432,887.89
TRANSFER STATION FY11 Sticker Revenue	\$147,995.00
ROLLBACK TAXES	\$492.55
FARM ANIMAL EXCISE TAXES	\$15,818.84
INTEREST ON TAXES	\$45,893.95
COLLECTOR FEES	\$8,774.00
DEPUTY COLLECTOR FEES	\$7,797.00
CERTIFICATES OF MUNICIPAL LIENS	\$3,575.00
US TREASURY IN LIEU OF TAXES	\$4,459.00
REGISTRY NON RENEWAL FEES	\$2,440.00

#### FROM STATE TREASURER:

CHAPTER 70	\$13,886.00
UNRESTRICTED GENERAL GOVT. AID	\$206,062.00
LESS: NET STATE ASSESSMENTS	(\$23,366.00)
PAYMENT IN LIEU OF TAXES ON STATE OWNED LAND	\$70,143.00
*****	
AID TO PUBLIC LIBRARIES: LIG IMEG/NRC GRANTS	\$6,870.88
COUNCIL ON AGING (Formula Grant)	\$4,900.00
CULTURAL COUNCIL/ARTS LOTTERY	\$3,870.00
ELDERLY EXEMPTIONS	\$7,550.00
MASS. REHAB. COMMISSION - R	\$50.00
*****	
CH-90 HIGHWAY FUNDS	\$212,244.66
D.C.R. VOL FIRE ASSISTANCE GRANT 50%	\$1,868.69
ENERGY CONSERVATION GRANT: A.RRA./E.E.C.B.G. Funds	\$10,000.00
EXTENDED POLLING HOURS	\$413.00
EXEMPTIONS: BLIND, SURVIVING SPOUSE, VETS	\$8,726.00
MASS DOR / FEMA - DEC. 08 ICE STORM REIMBURSEMENT	\$65.00
SENIOR CENTER CONSTRUCTION GRANT	\$763,700.00
VETERANS BENEFITS REIMBURSEMENT	\$9,281.00

#### FROM BOARD OF SELECTMEN:

LICENSES & PERMITS	\$16,062.57
--------------------	-------------

#### FROM BOARD OF HEALTH:

LICENSES & PERMITS	\$2,356.00
MISC. FEES (Perc, Septic, Well, Title IV)	\$2,359.00

#### FROM TOWN CLERK:

DOG LICENSES	\$3,835.00
SPORTING LICENSES	\$9,179.75
LICENSE FEES	\$303.55
MISC. FEES	\$2,382.05
DOG VIOLATIONS	\$275.00

#### FROM LIBRARY:

LIBRARY FINES & COPIES	\$1,835.06
GIFT TO LIBRARY: (Estate of Beala Schiffman)	\$5,000.00

#### FROM CONSERVATION COMMISSION:

REQUEST FOR DETERMINATION FEES	\$1,000.00
NOTICE OF INTENT FEES	\$2,687.50



**FROM POLICE DEPARTMENT:**

COURT FINES	\$17,714.50
PAID DETAILS	\$79,276.53
SURCHARGE ON PAID DETAILS	\$3,027.30
TAG SALE PERMITS	\$102.00
ALARM PERMITS & FINES	\$5,075.00
FIREARMS PERMITS TO STATE	\$6,075.00
FIREARMS PERMITS TOWN SHARE	\$2,025.00

**FROM INSPECTORS:**

BUILDING	\$149,457.99
ELECTRICAL	\$9,115.00
PLUMBING	\$4,105.00
SANITATION	\$550.00
FIRE SAFETY	\$2,873.00
GAS & PIPING	\$3,595.00

**FROM PAYROLL DEDUCTIONS:**

FEDERAL WITHHOLDING TAX	\$117,466.17
STATE WITHHOLDING TAX	\$57,344.99
COUNTY RETIREMENT	\$87,308.30
GROUP INSURANCE	\$74,320.80
MEDICARE DEDUCTION	\$16,265.66
UNION DUES	\$1,218.08
VOLUNTARY LIFE & DISABILITY	\$619.84
DEFERRED COMP. DEDUCTION	\$40,196.14
CHILD SUPPORT	\$10,563.25

**FROM TREASURER:**

INVESTMENT INCOME	\$14,324.73
RET CHECK FEES/REFUNDS/OVERPAYMENTS	\$438.15
CULTURAL COUNCIL INTEREST	\$31.03
TAX TITLE ACCOUNT	\$63,277.70
ADDITIONAL INTEREST ON T.T. ACCOUNTS	\$14,116.63

**FROM:**

APPEALS BOARD - Filing Fees	\$945.00
ASSESSORS - Copy & Fax Fees	\$49.75
BERK COUNTY BOARDS OF HEALTH GRANT: P.H.E.R. Funds	\$3,000.00
BERKSHIRE HOUSING: Dewey Court	\$2,550.00
BERKSHIRE SCHOOL - Annual Gift to Town	\$35,500.00
CABLE FRANCHISE FEE	\$464.00
COMPACTOR BOX PAYMENT: JTC	\$2,420.00
COUNCIL ON AGING: Gift Account	\$883.00
ENTERPRISE Rent-a-car: Lease Surcharge	\$850.20
KOPS & KIDS - Police: Community Outreach Programs	\$17,621.00
LAW ENFORCEMENT TRUST	\$250.00
PARKING AREA FUND	\$600.00
PLANNING BOARD-Filing Fees	\$1,300.00
RECYCLED MATERIALS REVENUE	\$10,233.05
RECYCLING HABITS GRANT	\$1,000.00
SENIOR CENTER BLDG FUND: Kiwanis,Schiffman,Centuiy Acquisition	\$20,100.00
TOWN PARK GIFT - Donations	\$586.00

<b>TOTAL:</b>	<b>\$10,431,730.36</b>
---------------	------------------------

**REPORT OF THE TAX COLLECTOR**  
**FISCAL YEAR 2011**  
**JULY 1, 2010 THROUGH JUNE 30, 2011**

<b>Tax Year &amp; Type</b>	<b>Beginning Balance</b>	<b>New Levy</b>	<b>Overpayments &amp; Refunds</b>	<b>Coll. &amp; Paid Treasurer</b>	<b>Abatement</b>	<b>Tax Title</b>	<b>Ending Balance</b>	<b>Fees &amp; Interest</b>
*MV Paid After Abated	\$320.54			\$320.54			\$0.00	\$766.44
1990 -2004 Real Estate	\$11,002.87			\$0.00			\$11,002.87	
1998 Personal Prop.	\$58.67			\$58.67			\$0.00	\$13.10
2004-2008 Transfer Station	\$3,312.00			\$0.00	\$3,312.00		\$0.00	
2005: Real Estate	\$2,808.03			\$224.98			\$2,583.05	\$186.32
Motor Vehicle	\$1,850.31			\$0.00			\$1,850.31	
2006: Real Estate	\$3,139.26			\$112.86			\$3,026.40	\$86.18
Motor Vehicle	\$2,647.29			\$272.91	\$20.85		\$2,353.53	\$527.70
2007: Real Estate	\$3,891.24			\$136.49			\$3,754.75	\$82.29
Personal Prop.	\$196.95			\$24.89			\$172.06	\$13.96
Farm Animal	\$172.55			\$0.00			\$172.55	
Motor Vehicle	\$1,964.57			\$438.45	\$69.36		\$1,456.76	\$467.50
2008: Real Estate	\$13,061.87		\$21.13	\$4,651.12	\$21.13		\$8,410.75	\$1,338.31
Personal Prop.	\$545.81			\$0.00			\$545.81	
Motor Vehicle	\$2,591.65	\$311.25	\$11.58	\$1,106.24	\$29.78		\$1,778.46	\$1,123.37
2009: Real Estate	\$93,210.66		\$23.03	\$47,162.91	\$23.03		\$46,047.75	\$11,987.83
Personal Prop.	\$1,709.71			\$591.41			\$1,118.30	\$214.07
Motor Vehicle	\$5,033.58	\$85.94	\$38.95	\$1,929.28	\$180.17		\$3,049.02	\$2,632.70
2010: Real Estate	\$255,182.92		\$15,934.87	\$113,638.35	\$16,168.27		\$141,311.17	\$19,136.83
Personal Prop.	\$3,421.44		\$633.41	\$1,653.08	\$633.41		\$1,768.36	\$314.79
Motor Vehicle	\$21,797.70	\$47,862.30	\$4,235.79	\$62,934.81	\$5,352.03		\$5,608.95	\$1,126.19
Farm Animal	\$322.35			\$0.00			\$322.35	
2011: Real Estate	\$7,520,723.38	\$7,520,723.38	\$10,837.79	\$7,149,194.32	\$45,593.75	\$37,201.25	\$299,571.85	\$11,707.36
Personal Prop.	\$225,775.50		\$525.12	\$221,773.55	\$872.37		\$3,654.70	\$414.73
Motor Vehicle	\$390,664.62		\$2,189.86	\$365,885.66	\$8,547.69		\$18,421.13	\$2,712.24
Farm Animal	\$16,141.19			\$15,818.84			\$322.35	\$53.04
Rollback	\$492.55			\$492.55			0.00	
<b>TOTALS:</b>	<b>\$428,241.97</b>	<b>\$8,202,056.73</b>	<b>\$34,451.53</b>	<b>\$7,988,421.91</b>	<b>\$80,823.84</b>	<b>\$37,201.25</b>	<b>\$558,303.23</b>	<b>\$64,904.95</b>

\* Subsequently Paid After Abatement

# Report of the Town Accountant

To the Honorable Board of Selectmen, and residents of the Town of Sheffield.

I hereby submit the following reports of the Town Accountant: Combined Balance Sheet-All Fund Types, Report of Payments, Appropriation Report, Special Revenue Funds, Trust Funds, Agency Funds.

Respectfully submitted,

James V McCormack,  
Town Accountant

## TOWN OF SHEFFIELD COMBINED BALANCE SHEET - ALL FUND TYPES JUNE 30, 2011

	Governmental Fund Types						Totals
	Unrestricted General	Special Revenue	Enterprise	Agency	Trust	Long Term Debt	(Memo Only)
<b>ASSETS</b>							
Cash & Cash Equivalents	1,961,001.04	364,436.81	107,915.18	2,992.19	877,792.06		3,314,137.28
Receivables							0.00
Property Taxes	523,390.67						523,390.67
Excises	35,335.41						35,335.41
Tax Liens	222,129.79						222,129.79
Departmental (other)							0.00
Due From Other Funds							0.00
Due From State Government							0.00
Amount for Retirement of Debt						126,315.68	126,315.68
<b>TOTAL ASSETS</b>	<b>2,741,856.91</b>	<b>364,436.81</b>	<b>107,915.18</b>	<b>2,992.19</b>	<b>877,792.06</b>	<b>126,315.68</b>	<b>4,221,308.83</b>
<b>LIABILITIES</b>							
Warrants Payable	101,623.10						101,623.10
Withholdings Payable	704.42						704.42
Due to Other Funds				2,992.19			2,992.19
Due to Others							0.00
Deferred Revenues:							0.00
Property Taxes	362,591.96						362,591.96
Excise Taxes	35,335.41						35,335.41
Tax Liens	222,129.79						222,129.79
Departmental (other)							0.00
Allowance for Abatements	117,884.88						117,884.88
Overlay Deficit Prior Years							0.00
Surplus Reserve for Abatements							0.00
General Obligation Tri-Building						126,315.68	126,315.68
<b>TOTAL LIABILITIES</b>	<b>840,269.56</b>	<b>0.00</b>	<b>0.00</b>	<b>2,992.19</b>	<b>0.00</b>	<b>126,315.68</b>	<b>969,577.43</b>
<b>FUND EQUITY</b>							0.00
Reserved for Encumbrances	817,085.33						817,085.33
Reserved for Deficits Snow Ice							0.00
Reserved for Expenditures		364,436.81					
Unreserved Fund Balance	1,084,502.02		107,015.18		877,792.06		2,070,209.26
<b>TOTAL FUND EQUITY</b>	<b>1,901,587.35</b>	<b>364,436.81</b>	<b>107,915.18</b>	<b>0.00</b>	<b>877,792.06</b>	<b>0.00</b>	<b>3,251,731.40</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>2,741,856.91</b>	<b>364,436.81</b>	<b>107,915.18</b>	<b>2,992.19</b>	<b>877,792.06</b>	<b>126,315.68</b>	<b>4,221,308.83</b>

## REPORT OF PAYMENTS

July 1, 2009 - June 30, 2011

Appropriation Accounts	9,135,387.08
Special Revenue Funds	1,032,264.03
Agency Funds	103,925.38
Trust Funds	-
Transfer Station	116,934.04

### Refunds:

Real Estate & Personal Property Tax	28,354.04
Motor Vehicle Excise Tax	6,476.18

### Commonwealth of Massachusetts:

Registry of Motor Vehicle Surcharge	2,520.00
Mosquito Control	19,796.00
Air Pollution	1,050.00

### Berkshire County Charges:

Berkshire Regional Planning Commission	2,135.57
--	----------

### Payroll Deductions:

Federal Withholding Tax	117,466.17
Medicare	16,265.66
State Withholding Tax	57,344.99
County Retirement System	87,307.90
Deferred Compensation	40,196.14
Employee Health Insurance	75,497.85
Union Dues	1,186.60
Child Support	10,563.25

### Encumbrances:

Transfer Station	6,696.35
Selectmen	150.00
Building & Grounds	830.00
Conservation Commission	175.00
Police	34.23
Agricultural Commission	499.50
Library	1,823.03

---

<b>Total</b>	<b>10,864,878.99</b>
--------------	----------------------

# **APPROPRIATION REPORT FY 2011**

<b>Name of Appropriation</b>	<b>Appropriation</b>	<b>Reserve Transfers</b>	<b>Other Transfers</b>	<b>TOTAL Appropriation</b>	<b>TOTAL Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Moderator	204.00			204.00	204.00		0.00
Selectmen's Office	159,539.00			159,539.00	155,467.14	2,337.91	1,733.95
Board of Assessors	92,280.00			92,280.00	87,851.88		4,428.12
Treasurer/Collector	147,572.00			147,572.00	142,714.22		4,857.78
Town Clerk	55,192.00			55,192.00	43,206.28		11,985.72
Election & Registration	20,550.00			20,550.00	20,550.00		0.00
Conservation Commission	7,020.00			7,020.00	4,116.23		2,903.77
Planning Board	11,140.00			11,140.00	4,205.11		6,934.89
Board of Appeals	2,014.00			2,014.00	1,271.86		742.14
Industrial Development Commission	100.00			100.00	75.00		25.00
Town Buildings and Properties	108,400.00	9,500.00		117,900.00	117,896.86		3.14
Town Report & Communications	6,000.00			6,000.00	5,585.00		415.00
Legal Services	11,500.00			11,500.00	11,500.00		0.00
Dispatch Services	7,830.00			7,830.00	7,829.28		0.72
Police Department	429,605.00			429,605.00	428,701.23		903.77
Fire Department	42,325.00	5,800.00		48,125.00	48,109.17		15.83
Fire Hydrants	13,000.00			13,000.00	12,529.82		470.18
Inspection Services	76,800.00			76,800.00	70,380.40		6,419.60
Animal Control Officer	8,600.00			8,600.00	7,001.40		1,598.60
Highway Department	557,896.00	17,500.00		575,396.00	567,318.75	6,093.99	1,983.26
Streetslights	11,750.00			11,750.00	9,221.65		2,528.35
Board of Health	14,570.00			14,570.00	10,279.07		4,290.93
Visiting Nurse Association	3,096.00			3,096.00	3,096.00		0.00

# **APPROPRIATION REPORT FY 2011**

<b>Name of Appropriation</b>	<b>Appropriation</b>	<b>Reserve Transfers</b>	<b>Other Transfers</b>	<b>TOTAL Appropriation</b>	<b>TOTAL Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Council on Aging	48,894.00			48,894.00	47,944.93		949.07
Veterans' Benefits	17,000.00	5,500.00		22,500.00	22,012.44		487.56
Library	154,937.00			154,937.00	154,918.04		18.96
Historical Commission	100.00			100.00	0.00		100.00
Memorial Day	750.00			750.00	750.00		0.00
American Legion	500.00			500.00	500.00		0.00
Care of Soldiers' Graves	1,400.00			1,400.00	1,224.00		176.00
Ashley Falls Historic Dist Commission	100.00			100.00	0.00		100.00
Agriculture Commission	250.00			250.00	75.00		175.00
Interest on Loans	1.00			1.00	0.00		1.00
SBRSD Operating	5,578,783.00			5,578,783.00	5,578,783.00		0.00
SBRSD Capital	100,080.00			100,080.00	100,080.00		0.00
SBRSD Committee	0.00			0.00	0.00		0.00
Vocational Education	55,000.00			55,000.00	15,984.00		39,016.00
Berkshire County Retirement	174,534.00			174,534.00	174,534.00		0.00
Worker's Compensation	18,500.00			18,500.00	7,096.10		11,403.90
Unemployment Compensation	1.00			1.00	1.00		0.00
Group Health (Ch. 32B) Insurance	320,000.00			320,000.00	294,427.48		25,572.52
Employer Medicare	19,500.00			19,500.00	16,265.66		3,234.34
Financial Audit	12,000.00			12,000.00	12,000.00		0.00
Insurance & Bonding	69,000.00			69,000.00	56,708.47		12,291.53
Library Books, Equipment, Furnishings	6,145.00			6,145.00			6,145.00
Agriculture Preservation	2,000.00			2,000.00			2,000.00

## APPROPRIATION REPORT FY 2011

Name of Appropriation	Appropriation	Reserve Transfers	Other Transfers	TOTAL Appropriation	TOTAL Expended	Encumbered	Balance
Bridge Repair-Iron Works Brook	3,715.70			3,715.70	0.00		3,715.70
CTV Emergency Alert	400.00			400.00	0.00		400.00
Exterior Trim Town Hall	2,010.00			2,010.00	0.00		2,010.00
Digital Archiving	14,527.50			14,527.50	0.00		14,527.50
Landfill Compliance	6,999.58			6,999.58	0.00		6,999.58
Tax Title & Possession/Legal	2,000.00			2,000.00	0.00		2,000.00
Local Cable TV Broadcasting	251.77			251.77	0.00		251.77
Emergency Management Fund 03	6,750.00		750.00	7,500.00	0.00		7,500.00
Fire Dept Purchase/Repair Equipment 04	509.97			509.97	67.96		442.01
Fire Dept Purchase/Repair Equipment 05	2,458.98			2,458.98	0.00		2,458.98
Railroad Barn 07	158.61			158.61	0.00		158.61
Triennial Property Recertification 07	5,000.00			5,000.00	0.00		5,000.00
Pickup Truck Highway 08	725.11			725.11	0.00		725.11
Senior Center 08	416,329.20			416,329.20	401,769.73		14,559.47
New Fire Truck 09	390,000.00			390,000.00	390,000.00		0.00
Process Tax Delinquent Accounts 09	8,500.00			8,500.00	0.00		8,500.00
Commercial /Personal Tax Appraisal 09	750.00			750.00	0.00		750.00
Fire Department Gear 10	65.00			65.00	0.00		65.00
Compensate Firemen 10	1,090.00			1,090.00	1,090.00		0.00
Brush Chipper & Snow Plows 10	30,000.00			30,000.00	28,000.00		2,000.00
Highway Garage Design 10	49,950.00			49,950.00	3,755.30		46,194.70
Town Buildings Repair/Improve 10	9,334.00			9,334.00	9,334.00		0.00

## APPROPRIATION REPORT FY 2011

Name of Appropriation	Appropriation	Reserve Transfers	Other Transfers	TOTAL Appropriation	TOTAL Expended	Encumbered	Balance
Reserve Fund 11	71,000.00	-38,300.00		32,700.00	0.00		32,700.00
Principal & Interest Debt 11	28,053.00			28,053.00	28,052.62		.38
Turnout Gear Boots Fire Dept 11	12,000.00			12,000.00	5,541.00		6,459.00
New Hose, Fittings, Nozzles Fire Dept 11	5,500.00			5,500.00	5,500.00		0.00
Compensate Firemen 11	19,600.00			19,600.00	16,090.00		3,510.00
New Backhoe 11	95,000.00			95,000.00	0.00		95,000.00
Bid Documents New Hwy Garage 11	150,000.00			150,000.00	0.00		150,000.00
Town Repairs/Bldg Improvements 11	15,000.00			15,000.00	1,041.00		13,959.00
Information Technology 11	7,500.00			7,500.00	0.00		7,500.00
Preserve Town Historical Documents 11	4,500.00			4,500.00	2,731.00		1,769.00
Reserve Fund 12	72,000.00			72,000.00	0.00		72,000.00
Principal & Interest Debt 12	27,053.00			27,053.00	0.00		27,053.00
Jaws Life/Radios Fire 12	16,000.00			16,000.00	0.00		16,000.00
Training Fire 12	25,000.00			25,000.00	0.00		25,000.00
Truck Highway 12	75,000.00			75,000.00	0.00		75,000.00
Police Cruiser 12	40,000.00			40,000.00	0.00		40,000.00
Septic System Library 12	30,000.00			30,000.00	0.00		30,000.00
Information Technology 12	8,000.00			8,000.00	0.00		8,000.00
Building Permitting Software 12	6,500.00			6,500.00	0.00		6,500.00
Preserve Town Historical Documents 12	4,500.00			4,500.00	0.00		4,500.00
Town Building Repairs 12	25,000.00			25,000.00	0.00		25,000.00
Town Hall Elevator	75,000.00			75,000.00	0.00		75,000.00
<b>TOTALS GENERAL FUND</b>	<b>10,130,189.42</b>	<b>0.00</b>	<b>750.00</b>	<b>10,130,939.42</b>	<b>9,135,387.08</b>	<b>8,431.90</b>	<b>987,120.44</b>



**SPECIAL REVENUE**  
**June 30, 2011**

<b>Funds</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Transfers In</b>	<b>Expenses</b>	<b>Transfers Out</b>	<b>Ending Balance</b>
Conservation Commission	6,018.55	2,687.50				8,706.05
Cemetery Perpetual Care	118.50					118.50
Arts Lottery Council	5,023.07	3,901.03		4,172.90		4,751.20
Berkshire School Gift 06	637.46			637.46		0.00
Berkshire School Gift 07	11,000.00			4,212.54		6,787.46
Berkshire School Gift Fund	69,700.00					69,700.00
Berkshire School Gift 09	52,500.00					52,500.00
Berkshire School Gift 10	42,500.00					42,500.00
Berkshire School Gift 11	0.00	35,500.00				35,500.00
Library Gift 04	10,601.02	5,000.00				15,601.02
Music Related Program	325.86					325.86
Friends of Library Gift 04	424.88					424.88
Extended Polling Hours	0.00	413.00		413.00		0.00
State Census Grants	0.00					0.00
Lig/Meg	17,897.50	6,870.88		9,331.58		15,436.80
COA Formula Grant	0.00	4,900.00		4,900.00		0.00
COA Networking Grant	124.94					124.94
COA Gift	0.00	883.00				883.00
Fruits of Our Labor Grant	816.57					816.57
Kops & Kids	5,543.27	17,621.00		11,958.06		11,206.21
Community Policing 2009	222.79					222.79
Law Enforcement Trust	0.00	250.00				250.00
Fire Equipment Grant DEM	0.00	1,868.69		1,868.69		0.00

**SPECIAL REVENUE**  
**June 30, 2011**

<b>Funds</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Transfers In</b>	<b>Expenses</b>	<b>Transfers Out</b>	<b>Ending Balance</b>
MEME-Certification Grant	288.72					288.72
Mrf Mini Grant	0.00					0.00
Mema Cemp Grant	0.00					0.00
Mema Flood Reimbursement	3,896.08					3,896.08
Dec 08 Ice Storm FEMA	7,854.80	65.00				7,919.80
CH 90	0.00	212,244.66		212,244.66		0.00
CDBG Program Income	0.00					0.00
Housing Rehab Grant	1,184.54					1,184.54
Ready Resource Grant	1,781.25					1,781.25
Town Park	2,115.71	586.00				2,701.71
Insurance Proceeds	0.00					0.00
Cell Tower Fees	2,145.07					2,145.07
CTSB Franchise Fee	922.50	464.00				1,386.50
Juvenile Court Restitution	2,752.90					2,752.90
Sale of Land	129,992.00				100,000.00	29,992.00
Senior Center CDBG Grant	0.00	763,700.00		763,700.00		0.00
Senior Center Building Fund	2,940.00	20,100.00		13,971.34		9,068.66
Parking Area Fund	3,743.25	600.00		844.80		3,498.45
Sheffield Grange Library Gift	1,280.31			325.00		955.31
Clean Energy Choice	20,694.54					20,694.54
DOER/EECBG Grant	0.00	10,000.00				10,000.00
Recycling Habits Grant	0.00	1,000.00		684.00		316.00
PHER (BOH)	0.00	3,000.00		3,000.00		0.00
<b>Totals</b>	<b>405,046.08</b>	<b>1,091,654.76</b>	<b>0.00</b>	<b>1,032,264.03</b>	<b>100,000.00</b>	<b>364,436.81</b>

**TRUST FUNDS**  
June 30, 2011

	Beginning Balance	Receipts	Interest	Transfers In	Expenses	Transfers Out	Ending Balance
Conservation	18,519.46		154.55				18,674.01
Building Insurance	21,397.89		65.35				21,463.24
Stabilization	724,247.66		5,907.49				730,155.15
Unemployment	31,398.80		95.88				31,494.68
Cemetery Perpetual Care	1,792.38		5.48				1,797.86
Mercin Library	31,176.53		95.21				31,271.74
Milani Library	25,390.04		81.92				25,471.96
Churchill Cemetery	5,623.58		18.14				5,641.72
Cook School	788.56		2.52				791.08
Pine Knoll Reservation	1,550.15		5.00				1,555.15
Firetruck	334,199.11		276.36			325,000.00	9,475.47
<b>Totals</b>	<b>1,196,084.16</b>	<b>0.00</b>	<b>6,707.90</b>	<b>0.00</b>	<b>0.00</b>	<b>325,000.00</b>	<b>877,792.06</b>

# **AGENCY FUNDS**

**June 30, 2011**

	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Transfers In</b>	<b>Expenses</b>	<b>Transfers Out</b>	<b>Ending Balance</b>
Police Details	2,356.89	79,276.53		78,956.53		2,676.89
Sport Licenses	10.40	9,179.75		9,671.85		-481.70
Deputy Collector Fees	793.00	7,797.00		7,797.00		793.00
Firearms	1,429.00	6,075.00		7,500.00		4.00
<b>Totals</b>	<b>4,589.29</b>	<b>102,328.28</b>	<b>0.00</b>	<b>103,925.38</b>	<b>0.00</b>	<b>2,992.19</b>

## **Wages Paid in Calendar Year 2011**

---

**WAGES ARE NOT AVAILABLE IN THE ONLINE VERSION.  
PLEASE CONTACT TOWN HALL FOR MORE INFORMATION.**

## **Wages Paid in Calendar Year 2011**

---

**WAGES ARE NOT AVAILABLE IN THE ONLINE VERSION.  
PLEASE CONTACT TOWN HALL FOR MORE INFORMATION.**

## **Wages Paid in Calendar Year 2011**

---

**WAGES ARE NOT AVAILABLE IN THE ONLINE VERSION.  
PLEASE CONTACT TOWN HALL FOR MORE INFORMATION.**

# Household Hazardous Waste Collections

---

All Sheffield residents may participate.

Here are the confirmed dates for the 2012 HHW season:

## **MINI SITE COLLECTIONS (Oil Paint/Used Motor Oil)**

- Saturday, May 5, 2012, 9 a.m. – 11:30 a.m. – Great Barrington Recycling Center, across from Monument Mountain High School
- Saturday, May 19th, 2012, 9 a.m. – 11 a.m. – Lenox Dept of Public Works, 275 Main Street
- Wednesday, June 9th, 2012, 9 a.m. – 11:30 a.m. – Great Barrington Recycling Center, across from Monument Mountain High School

## **COMPREHENSIVE COLLECTIONS**

- Saturday, July 9th, 9 a.m. – 1 p.m.  
Stockbridge Recycling Center
- Saturday, October 15th, 9 a.m. – 1 p.m.  
Great Barrington Recycling Center



[illegible]

[illegible]

# RECYCLING IS REQUIRED IN SHEFFIELD



## THE "YES AND NO" OF WHAT CAN GO IN THE RECYCLING BOXES

YES		NO
<ul style="list-style-type: none"> <li>➤ cans</li> <li>➤ foil</li> <li>➤ pie pans</li> </ul>	<b>Aluminum</b> <i>Empty and rinse.</i>	siding scrap foil-wrapped beverage pouches
	<ul style="list-style-type: none"> <li>➤ food and beverage cans</li> <li>➤ pet food cans</li> </ul>	hangers scrap metal aerosol spray cans paint cans car parts toys appliances plates & pans fuel tanks
	<b>Steel (tin) cans</b> <i>Empty and rinse. Labels do not need to be removed.</i>	ceramics baking dishes dishware drinking glasses
<ul style="list-style-type: none"> <li>➤ food and beverage bottles and jars</li> </ul>	<b>Glass</b> <i>Empty and rinse. Discard lids in trash. Labels do not need to be removed.</i>	cookware (Pyrex) coffee mugs medicine bottles plate glass
	<b>Plastics</b> <i>ONLY containers smaller than 2 gallons are recyclable. Empty and rinse. Discard caps in trash.</i>	Styrofoam (polystyrene) take-out food containers cups, plates, utensils, straws bags plastic wrap/sheeting cartons/trays (berry containers, cookie trays) liners from food packaging calophane food bags (e.g., candy bars, cookies, pasta) frozen food bags/pouches meat trays
	<ul style="list-style-type: none"> <li>➤ food containers: margarine, yogurt, cooking oil, condiments, peanut butter</li> <li>➤ beverage bottles and jugs: soda, water, juice, milk</li> <li>➤ detergent bottles</li> <li>➤ personal care bottles: shampoo, soap, conditioner</li> </ul>	egg cartons medicine & pill bottles "packing" peanuts foam packing packaging of any kind clothes baskets toys lower pots black plastic 5-gallon pails, buckets VCR, CD cases tarps
<ul style="list-style-type: none"> <li>➤ milk and juice cartons</li> <li>➤ soy milk and drink boxes</li> </ul>	<b>Cartons</b> <i>Empty, rinse, &amp; flatten. Recycle with containers, not paper.</i>	bottles that contained motor oil, anti-freeze, pesticides, pool chemicals or other hazardous substances curbside/other plastic bins dry cleaner/garment bags indoor/outdoor/patio furniture swimming pools hoses, PVC piping or tubing containers bigger than 2 gallons nalgene water bottles
	<b>Paper</b> <i>Clean paper only. Flatten boxes. "Windows" in envelopes are ok; staples ok.</i>	glossy boxes that show white strands when torn (frozen food boxes) blueprints dirtied paper (pet waste, paint) copy paper packaging
	<ul style="list-style-type: none"> <li>➤ newspaper, inserts, magazines, junk mail</li> <li>➤ white and colored paper</li> <li>➤ shredded paper—put in paper bag</li> <li>➤ corrugated cardboard</li> <li>➤ boxboard (for example, cereal boxes)</li> <li>➤ clean pizza boxes (no grease or food)</li> <li>➤ paperback books and phonebooks</li> </ul>	butter, margarine boxes paper towels tissues Tyvek or padded envelopes hardcover books stickers & sticker sheeting

